

JOB DESCRIPTION

Bindery Operator

Production Services

REPORTS TO:

Production Manager

HOURS:

M-TH 7:00am to 4:30pm

Friday 7:00am to 11:00am

OVERVIEW:

The primary responsibility of this position is to operate bindery equipment such as a cutter and several different folders as part of a two-person team in a deadline-oriented environment. The quantity, number of jobs and setups on the machine vary from week to week. Ability to provide a high level of quality control for all mailings is expected. This position demands high mechanical aptitude, working experience in a bindery or production environment and flexibility in scheduling to accommodate the demands different production cycles. Some overtime may be expected to meet deadlines.

RESPONSIBILITIES:

- Operates bindery folders, cutter and floor jacks.
- Prepare materials for distribution to vendors
- Perform quality control checks
- Ensure proper machine setups is being utilized
- Troubleshoots equipment issues and works with equipment repair technicians
- Other duties as assigned

SKILLS/QUALIFICATIONS:

- Must be able to work in a fast-paced physically demanding deadline oriented environment
- Able to lift 20 to 25 pounds repetitively
- Extreme attention to detail and driven to achieve high efficiency
- High mechanical aptitude and troubleshooting skills (machine and materials)
- Excellent communication and organizational skills
- Basic computer skills (Microsoft Office applications such as Outlook)
- Team player
- Adaptive to change
- Service oriented and pleasant attitude
- Strong work ethic and outstanding attendance
- Fosters pleasant attitude (self and co workers)
- Proactive