

Check Production Assembly / Printer Operator Position

General Summary

75% of position: Performs repetitive line assembly operations to mass-produce products by performing the following duties. Operates various equipment related to bindery department operations.

25% of position: Operates computer and peripheral copying equipment to process digital data for client orders.

Schedule:

- 1st Shift: 7:00 a.m. – 3:30 p.m. –*Alternating weeks*
- 1st Shift: 9:00 a.m. – 5:30 p.m. –*Alternating weeks*
- 40 hours per week
- Ability to be flexible in the event of increased demand.

Specific Tasks:

- Perform tasks at various work stations and/or rotate assignments as may be required by production needs.
- Maintain confidentiality; work ethically and with integrity.
- Transport printed documents between local company facilities as necessary.
- Restock paper and related supplies.
- Place product pieces in specified relationship to each other.
- Fasten product pieces together.
- Insert product into shipping packages.
- Operate all production equipment, including but not limited to, jogger, paper cutter, binders, shrink wrappers and postage/mail machines.
- Enter commands and run jobs to independently operate computer and peripheral digital printing equipment.
- Conduct daily start-up procedures and/or generate system back-up at close of business day.
- Adhere to strict daily print timetables set to optimize production schedule for various product lines.
- Collaboratively work with print team to assure proper handling of daily workloads, and process regular work and special projects within established priorities.
- Transport product between company buildings and to Post Office.
- Maintain pace consistent to meet required mail pickup deadlines.

Required Qualifications:

- Strong attention to detail and accuracy of work.
- Ability to work within team as well as independently to achieve production and print expectations.
- Organized and ability to communicate effectively with various departments within organization.
- Adapts to changes in work environment – Ability to work outside normal production parameters when required; be flexible with work routines and schedules.
- Previous printing experience helpful.

- Interpersonal Skills - Maintain confidentiality; Treat others with respect; Keep emotions under control; Display positive attitude and cordial behavior toward others; Work ethically and with integrity.
- Quality - Demonstrate accuracy and thoroughness; Apply feedback to improve performance; Monitor own work to ensure quality.
- Production - Meet productivity standards; Prioritize and plan work activities; Strive to increase productivity; Work at an efficient pace; Concentrate on work and limit distractions; Use time efficiently.
- Teamwork - Give and welcome feedback and/or instruction; Contribute to building a positive, cohesive team; Put success of team above own interests; Support everyone's efforts to succeed; Maintain a civil, respectful work environment.
- Judgment – Exhibit sound and accurate judgment.
- Oral Communication - Listen attentively; Ask questions and obtain clarification when necessary.
- Safety and Security - Observe safety and security procedures; Use equipment and materials properly.
- Initiative – Volunteer readily; Take independent actions and calculated risks.
- Attendance/Punctuality - Be consistently at work and on time.

Education/Experience:

- High school diploma or general education degree (GED); or related work experience and/or training.
- Good verbal and written language skills to read, comprehend or convey simple instructions, short correspondence and memos.
- Ability to demonstrate basic mathematical aptitude – addition/subtraction, multiplication/division, percentages, etc.
- Ability to problem solving involving several concrete variables in standardized situations.
- Ability to perform general maintenance, preventative maintenance checks, and recognize maintenance issues.
- Ability to trouble-shoot machinery.
- Experience in the printing industries is a plus.

Physical Demands:

- While performing the duties of this job, the employee is required to stand, without sitting.
- The employee is required to frequently use hands to finger, handle, or feel, plus reach with hands and arms.
- The employee is occasionally required to walk, sit, stoop, kneel, crouch, or crawl and talk or hear.
- The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate with hearing protection required.