



JOB DESCRIPTION: Pressroom Bindery Assistant - PT

DEPARTMENT: Job Printing

REPORTS TO: Assistant Operations Manager

TYPE: Part Time

DATE UPDATED: January 29, 2019

JOB SUMMARY:

The part-time Bindery Assistant is an essential component of the Job Printing team. Job functions vary but are primarily focused on operating machinery. This includes, but is not limited to, setup of equipment, running jobs and boxing and shipping for completion. The individual should be able to follow instructions and troubleshoot problems when they arise, complete work accurately and efficiently, and assist the bindery coordinator where needed. Bindery Assistants will also be responsible for order processing and assist with delivery coordination procedures that are unique to each job and client. Experience is not necessary but possibly rewarded. Training offered to an applicant who is inclined to learn, proper handling of paper, along with simple machinery set up and operation. Patience and enthusiasm are necessary, basic knowledge of running machinery is a must. This is a great opportunity for a machine minded person to learn a trade and grow with an ever-evolving printing company.

ESSENTIAL FUNCTIONS (include, but not limited to):

- Setup and operation of various bindery machines
- Complete daily tasks as instructed in a timely and efficient manner
- Produce accurate and high-quality work
- Communicate with clients to determine their needs
- Ship orders based off client requests
- Create delivery tickets and box labels as needed

QUALIFICATIONS:

- Troubleshooting skills
- A professional phone presence
- Command of PC Windows environment
- The ability to work and have a positive attitude under pressure
- The ability to multitask
- The ability to complete assignments within a given time-frame
- The ability to work well within the team of pressman and bindery personnel

CHARACTER:

- Smart, flexible, diligent, professional
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

COMPENSATION:

- Hourly

SUBMIT RESUME TO: Human Resource Manager
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