



Print Production / Bindery & Fulfillment Specialist - Job Description

Rev. 01.12

Produce / finish a wide variety of commercially printed products in accordance with detailed order specifications. Complete tasks as specified in a daily production schedule while maintaining high quality standards. Perform multiple manufacturing and bindery functions, including but not limited to; Digital Imaging, Oversize Sign & Banner Printing, Cutting, Folding, Booklet Making, Laminating, Collating, Inserting and Mailing Services.

Primary Roles & Responsibilities

Digital Imaging

- Operate equipment safely and in accordance with operating guidelines
- Complete assigned daily production schedule
- Order prints direct to output devices
- Produce high quality orders accurately and efficiently
- Provide production and equipment log documentation
- Maintain a clean and organized work environment
- Communicate equipment service requirements
- Track waste, spoilage, usage and inventory, service credits

Digital Production Equipment

- Xerox 4112 (B&W Sheet)
- Canon Image Press 6010 (Color Sheet)
- Canon 9000 (Color Roll)
- Lexjet 72HUV (Color Roll and Rigid Substrate)

Bindery & Fulfillment

Job Production

- Complete scheduled finishing duties as outlined within assigned daily production schedule
- Pre-production set-up & equipment modifications as needed
- Reference product samples / customer approved proofs during all phases of production
- Provide set-up samples to Order Dept. for pre-production approval
- Reference work order instructions and provide written production documentation / notes on order envelope
- Routine quality checks during all production phases
- Troubleshoot equipment operation - identify issues that require assistance / service
- Maintain established timelines - communicate discrepancies that affect schedule completion
- Track activities by logging time on production schedule sheet
- Adhere to established "Best Practice" procedures
- Facilitate process improvements through the implementation of new "Best Practice" procedures
- Pull finished production samples and verify specification completion prior to final quality check
- Sign off on order envelope, indicating completion of job specifications & departmental quality check
- Additional responsibilities as assigned

Packaging

- Tightly pack and prepare all finished products for delivery / resize packaging as necessary
- Confirm finished product / quantities are packaged according to job specific instructions
- Pack and document excess billable product per job envelope instructions
- Document order information on cartons (customer name, order number, qty per box)
- Consolidate cartons pertaining to individual customer orders within shipping area

Warehouse Management

- Maintain clean / safe work environment
- Dispose of waste from completed work
- Warehouse and press assistance as needed (clean plates and move supplies such as paper, customer inventory, etc.)
- Incoming supplies properly received and placed into inventory
- Supply level maintenance (inventory), including notification of necessary supply replenishment
- Daily closing maintenance procedures (bay doors locked, lights off, waste disposal, etc.)

Bindery Production Equipment

- Polar 66 (Cutter)
- Baum 2015 (Folder)
- Baum 714XLT (Folder)
- Duplo DBM-120 / 5000 (Collator & Booklet Maker)
- Rhin-O-Tuff (Spiral & Comb Booklet Punch)
- Challenge “Handy Drill” (Single Head Drill)
- Clamco 120 (Shrink Wrapper)
- Ledco (Roll Laminator)
- AutoCreaser 50 (Creasing & Perforation Machine)
- Platerite-4100 (Plate Imaging Device)
- Packaging Equipment & Tools

Preventative Maintenance

- Insure equipment is properly maintained according to established maintenance intervals (perform equipment specific preventative maintenance)
- Maintain cutting blade – track established cut limit, inspect for damage, change as necessary
- Perform minor equipment repairs
- Proactively obtain assistance from internal & external support resources
- Document preventative maintenance activities in appropriate logs

Required Skills

- Effective verbal and written communication skills
- Detail oriented
- Instruction interpretation / ability to follow directions
- Eager to learn and follow established operating procedures
- Mechanical expertise
- Basic arithmetic / measurement utilization
- Physical fitness
- Hand agility
- Work well in team environment
- Ability to maintain a flexible schedule, including overtime