**Print Production / Bindery**

Produce / finish a wide variety of 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; Customer Service Digital Imaging, 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

• Produce high quality orders accurately and efficiently

• Maintain a clean and organized work environment

***Bindery & Fulfillment***

***Job Production***

• Complete scheduled finishing duties as outlined within assigned daily production schedule

• Reference product samples / customer approved proofs during all phases of production

• Reference work order instruction

• Routine quality checks during all production phases

• Maintain established timelines - communicate discrepancies that affect schedule completion

• Pull finished production samples and verify specification completion prior to final 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

• Document order information on cartons (customer name, order number, qty per box)

**Required Skills**

• Effective verbal and written communication skills

• Detail oriented

• Instruction interpretation / ability to follow directions

• Eager to learn and follow established operating procedures

• Work well in team environment

• Ability to maintain a flexible schedule