

HONBLUE

Job Description

Title: Bindery Manager

Date: REV January 8, 2022

Department: Finishing

Status: Exempt - Executive

Supervision: Works under the general supervision of the VP - Print Production, or Chief Operating Officer.

Primary Purpose:

Plans and directs activities of binder workers, monitors quality, and trains employees.

Essential Functions: Ability to:

- Work in harmony with other employees in a team environment
- Concentrate
- Maintain regular work schedule
- Perform detailed work for extended periods
- Maintain a high level of productivity
- Remain awake and alert at all times
- Bend, reach, squat, push, and pull
- Lift 40 pounds unaided
- Stand for extended periods
- Discern full spectrum of colors
- Walk and perform work without a hand-held aid (e.g., cane)
- Speak, understand, read, and write English
- Ability to operate a personal computer effectively and efficiently

Major Duties:

- Monitors quality and takes correction as required.
- Trains employees on bindery procedures.
- Schedules machine maintenance and orders supplies.
- Reads and interprets job tickets and work orders
- Effectively recommends decisions on human resources management actions, e.g.;
 - Hiring and firing
 - Discipline
 - Performance evaluation
 - Training
 - Orientation

- Operates guillotine trimmer
- Operates folding equipment
- Operates gluer/folder
- Operates perfect binder
- Operates Saddle-stitcher

- Performs bindery functions that cannot be accomplished by machines to include:
 - Operating hand trimmer
 - Hand collating

- Hand insertion
- Shrink wrapping
- Refolding product by hand
- Hand gluing
- Removing die cut chad/waste
- Hand stitching/binding product
- Performs other duties as assigned

Working Conditions: Indoors in an air-conditioned environment; exposed to fumes and noise associated with normal print plant operations. Fast paced work environment.

Hours of Operation: Minimum 45 hours per week.

Minimum Qualifications:

Knowledge/Skills:

- Basic math and problem-solving skills.
- Demonstrated ability to handle multiple tasks and sustain a high degree of accuracy with minimum supervision.

Education/Training: High School Diploma or equivalent required.
Specialized print industry education/training a plus

Experience: Two years experience performing bindery functions in a print plant.
Leader/Supervisory experience a plus.