

HONBLUE

JOB DESCRIPTION

Position Title: Copy Operator

Date: New 5-12-23

Department: HONBLUE-Maui

Status: Full Time - Non-Exempt

Supervision: Works under the general supervision of the Maui Site Manager

Primary Purpose: Prints, scans, trims, assemble, binds, and wraps jobs correctly based on customer instructions. Execute jobs with the least material waste, following Standard Operating Procedures. Meet or exceed customer's expectation and due time.

Essential Duties Copy Operator:

- Operate and maintain multiple digital output devices using a variety of media and toners.
- Operate and maintain equipment using multiple software programs.
- Operate and maintain finishing/bindery equipment.
- Operate a computer and demonstrate knowledge of Adobe Acrobat, Microsoft Office Suite
- Create PDFs, Burn CDs for scans and output digitally to plotter/scanner.
- Monitor work to always ensure highest quality possible.
- Wrap and prepare finished products for delivery.
- Mechanical troubleshooting
- Maintain a safe and clean work area by proper storage of materials and chemicals.

Other Duties:

- Work with sales staff to develop, improve and maintain client relations.
- Work in other departments, as needed.
- Perform other duties as assigned.

Working Conditions: Production area is in an air-conditioned work area. Exposed to fumes, inks, toners, solvents, and noise associated with normal print plant operations.

Work Hours: Typically, between 8:00 am to 5:00 pm, Monday – Friday. Saturdays, Sundays, holidays, and overtime as required.

Dress Code: Business Casual

Equipment Used: Computers, Large format printers, high speed copiers, flatbed and roll scanners, mounting/laminating machine, comb/spiral punch/binding, polar cutter, and multi-line phone.

Physical, Mental and Communication Demands:

- Lift 50 pounds unaided
- Stand for extended periods, bend, reach, squat, push and pull.
- Walk/Climb stairs and perform work without a hand-held aid (e.g., cane)
- See detail in shapes, sizes, and forms.
- Ability to discern colors.
- Basic reading, writing and math skills.
- Communicate effectively; speak, understand, read and write in English.

- Collaborate with other employees in a team environment.
- Work with high degree of accuracy with minimum supervision
- Good work ethics

Skills/Knowledge:

- Friendly customer service skills; greet all internal and external customers with a smile.
- Strives to work with a high degree of accuracy with minimal supervision.
- Operate a computer and a variety of office machines effectively and efficiently.
- Ability to work in a multi-tasked, fast-paced environment, meeting stringent deadlines with a positive “can do” attitude.
- Effective problem-solving skills.
- Basic understanding of Adobe Acrobat, helpful
- Ability to juggle multiple projects simultaneously, adapt quickly to changing priorities and requirements.

Education/Training:

- High School Diploma or equivalent required

Experience:

- Familiarity with copy machinery helpful but not required.
- On the job training

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.