

JOB POSTING

BINDERY WORKING FOREMAN

We currently have an opening on **night shift** for the position of Bindery Working Foreman. This position is responsible for managing a team of employees whose duties are to finish printed materials according to customer specifications. This position supervises the work activities of all bindery employees.

Responsibilities:

A Bindery Working Foreman must adhere to all company policies and represent The OBP in a professional and ethical manner at all times; have a working knowledge of all product, processes, and policies that bindery personnel are responsible for using; have strong communication skills including keeping management informed on matters of importance including production, quality, cost, safety, or employee morale.

Responsibilities will include: orientation, training, scheduling and performance reviews of bindery employees; staging work according to work flow; providing breaks without having to shut down equipment; assigning work and giving instructions to personnel to effectively utilize employees to reduce overtime costs; planning, organizing, completing, and filing of department paperwork and checklists; effectively managing inventory and supplies; controlling loss and/or spoilage in the department; assist in improving time standards, work cooperatively with other departmental managers, customer service, sales, and human resource personnel; and maintain equipment and issues related to safety, productivity, quality and service. The Bindery Working Foreman will also be responsible for the safe operation of the department and to ensure that employees are following the company safety policies.

In addition, the Bindery Working Foreman will:

- Ensures that job ticket, binding tree, inserts (if needed) and layout are available when the job is ready to start.
- Assists operators when needed; troubleshoots and solves basic mechanical problems; performs general bindery functions (feeds pockets, takes off, stacks books on skids, moves skids, etc).
- Operates Cutter, folders, tipper; working knowledge of stitching and binder requirements (head trims, margins, gutters and other required trim specifications); and all hand bindery operations.
- Responsible for accurate daily reporting of time on shift.
- Coordinates the scheduling of vacations in the department.
- Coordinates training for employees in the skills necessary to perform their job well; takes disciplinary measures when warranted.
- Performs all other duties as assigned.

Minimum Qualifications:

Five years of progressively responsible experience in bindery operations; Strong problem-solving, decision-making and organizational abilities. Continuing desire for personal growth and development of leadership and managerial abilities. Also a high school diploma or equivalency and an outstanding attendance record, the ability to communicate verbally and in writing, and the ability to perform mathematical calculations accurately.

Serious inquiries only. The Ovid Bell Press is an Equal Employment Opportunity employer.