

Job Posting

Pre-Production Manager



About Us

The Ovid Bell Press, Inc., of Fulton, MO, (www.ovidbell.com) is a full-service printing company of short-to-medium run periodicals, magazines, and journals. From digital files, printed page, to binding, labeling, packaging, co-mailing, or shipping; The Ovid Bell Press works hard to guide publications efficiently and successfully from submission to delivery. The OBP has been built on a strong foundation of honesty, integrity and printing excellence. We continue to operate with the same principles this company was founded on as a subsidiary of Walsworth Publishing, Co., since the acquisition in 2012.

Position Description:

Current opening for a **Pre-Production Manager (PPM)** on the day shift from 8:00 am – 4:30 pm. This will be a salaried (exempt) position. The PPM will have oversight responsibilities for EPP and Customer Service as well as administrative duties related to our Business Management System and Quality System. The role includes forming new processes and procedures to embrace our growing and maturing business. Leadership is the key ingredient for success in this role.

Responsibilities

Join the management team to assist in company initiatives, participate in strategic planning, software implementation, and effective delivery of internal communication. Collaborate with other departments to optimize processes, improve communication, and respond accordingly. Act as a liaison between customers, sales staff, production employees, and managers. Hold teams accountable. Provide regular feedback to employees and document accordingly. Coordinate schedules and vacation of team members to maintain an orderly workflow according to priorities. Orient, train, coach, monitor, and appraise departments performance.

Requirements:

B.S. degree in Business Administration or related field with minimum of five years of progressively responsible experience in Prepress or Customer Service. Excellent knowledge of management methods and techniques. Demonstrates a basic knowledge of estimating/costing/planning including characteristics of products which fit the company including pages sizes, paper types, color capabilities, preferred job layouts, quality levels, and others.

What We Offer:

Health Insurance (PPO or HDHP with an HSA that company contributes to, Dental, Vision), Company-paid Short-term/Long-Term Disability and Life & AD&D, Voluntary Supplemental Insurance, AFLAC, 401K, Birthday off with pay, Paid Vacation, Paid Sick Days, Paid Holidays, Profit-Sharing.

How to Apply

Please submit your resume to hr@ovidbell.com or by fax to 573-642-9383.

You may also fill out an application on-site between hours of 8-4, M-F at 1201 Bluff Street, Fulton, MO 65251.

Compensation is commensurate with experience and accompanies a competitive benefits package. *OBP is an equal opportunity/disability/veteran employer.*