

Job Posting

Bindery Manager



About Us

The Ovid Bell Press, Inc., of Fulton, MO, (www.ovidbell.com), in business since 1924, is a full-service printing company of short-to-medium run periodicals, magazines, and journals. 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 as a subsidiary of Walsworth Publishing, Co. since 2012.

Position Description:

Current opening for a **BINDERY MANAGER** on the day shift from 8:00 am – 4:30 pm. This will be a salaried position.

Responsibilities:

Responsible for managing Bindery, Mailroom, and Shipping/Receiving Departments whose duties are to finish printed materials according to customer specifications, produce a quality product and ensure delivery in a secure and timely manner while controlling costs for both the customer and The OBP. Other responsibilities will include:

- Provide sound and effective leadership to employees
- Keep management informed of production progress
- Communicate when equipment is down quickly if job is not going to meet ship/mail deadline
- Must be willing to work any shift, extended hours and weekends
- Must demonstrate the ability to handle and complete multiple assignments as required
- Control loss/spoilage in the department
- Prepare budget for each bindery department
- Participate in strategic planning, software implementation, and equipment installation
- Able to demonstrate problem-solving skills
- Ensure that safety procedures are followed at all time
- Develop goals and objectives for employees
- Must be able to work as a team player with supervisors from other shifts and departments

Qualifications:

- One to three years of supervisory experience in a manufacturing environment
- College degree and/or equivalent bindery experience necessary
- Familiarity with Microsoft Office is a plus

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, 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.*