

# Job Posting

## Bindery Working Foreperson



### About Us

The Ovid Bell Press, Inc., of Fulton, MO, ([www.ovidbell.com](http://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. 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.

### Position Description:

We currently have an opening on **DAY SHIFT** for the position of **BINDERY WORKING FOREPERSON** in our facility for three (3) days from 6:00 AM until 6:00 PM (36 hours), and overtime as required. Overtime is paid at 37.5 hours.

### Job Responsibilities:

The Bindery Working Foreperson is responsible to supervise and manage all bindery employees, whose duties are to finish printed materials according to customer specifications. The Foreperson must adhere to all company policies and represent OBP in a professional and ethical manner at all times and must keep management informed regarding production, quality, cost, safety and employee morale.

Responsibilities also include:

- Orientation, training, scheduling and performance reviews of bindery employees
- Staging work projects according to work flow and ensuring daily schedule is met in a fast-paced printing environment
- 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
- Assisting the improvement of time standards
- Working cooperatively with other departmental managers, customer service, sales, and human resources
- Maintaining equipment and issues related to safety, productivity, quality and service
- Ensuring the safe operation of the department and employee adherence to company safety policies
- 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
- Taking disciplinary measures when warranted
- Providing breaks to employees without having to shut down equipment
- Ensuring job ticket, binding tree, inserts (if needed) and layout are available when the job is ready to start
- Assisting operators when needed by troubleshooting and solving basic mechanical problems, performing general bindery functions like feeding pockets, stacking books, moving skids, etc.
- A working knowledge of stitching and binder requirements (head trims, margins, gutters and other required trim specifications), and all hand bindery operations
- Operating cutter, folders, tipper as needed

### **Physical Requirements:**

Capable of repeated bending, squatting, standing, and lifting (12 hours) a day. Moving skids of printed matter safely with power jack.

### **Education and Experience Requirements:**

**Candidates must have 5 years of progressively-responsible experience in bindery operations in the printing industry.**

Other skills, abilities and qualifications include:

- 18 years of age or older
- High school diploma or equivalent
- Excellent attendance record
- Ability to do mathematical calculations and computations accurately
- Ability to establish credibility and be decisive
- Possess good reasoning abilities, sound judgement and organizational skills
- Demonstrated ability to analyze and provide actionable improvements
- Possess excellent communication and interpersonal skills in order to connect and communicate with employees at all levels of the organization and customers that come in for press checks
- Possess a continuing desire for personal growth and development of leadership and managerial abilities

### **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, Overtime paid after 37.5 hours, shift differential pay.

### **How to Apply**

Please submit your resume to [hr@ovidbell.com](mailto: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.*