

Job Posting

Bindery Helpers



Day Shift, 6:00 am – 6:00 pm, 3 Days a Week

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.

Position Description:

Current opening for two **Bindery Helpers** on the day shift from 6:00 am – 6:00 pm – three days a week with rotation every 6 weeks from front half of week to the back half of week. This will be an hourly (non-exempt) position that is paid bi-weekly. Bindery Helpers assist bindery operators in their essential job functions and provides overall support to the bindery department personnel.

Responsibilities

Bindery Helpers must always adhere to all company policies and represent The OBP in a professional and ethical manner at all times; have strong communication skills, a willingness to be cross trained on all bindery equipment, and keep management informed on production progress, quality, repairs, and/or safety issues.

Responsibilities will include:

- Read and understand instructions on job ticket, binding tree, and layouts
- Ensures that all materials for upcoming jobs are staged for each machine
- Assist in the start-up of bindery equipment (Stitcher or Perfect Bind)
- Feed pockets on both the Perfect Bind and Stitcher.
- Perform quality control functions on the magazines when taking off the end of both machines (spines are not rolled, no dog ears, color is where it should be)
- Takes off magazines and place them in boxes, racks, or on skids
- Stacks books on skids and moves skids to either mailroom or shipping/receiving.
- Use departmental check lists to ensure quality and productivity
- Ensures that work is consistently produced at established quality standards; passes on zero defects to internal customers; and resolves problems before they become too costly.
- Troubleshoot equipment failures and do minor repairs
- Notify department working foreman of inventory and supplies that need to be ordered
- Assist in controlling loss and/or spoilage in the department
- Assist in improving time standards
- Maintain equipment and issues related to safety, productivity, quality, and service.
- Maintain a clean and safe working environment, follows Lean principles
- Maintains the paper bailer and paper bailer room
- Reports to work regularly and on time.
- Handle physical work requiring frequent lifting, bending, stooping, and repetitive motion.
- Performs all other duties as assigned

Requirements:

Must be mechanically inclined and able to follow written and verbal instructions. Must be able to do minor repairs on equipment and lift to 60 pounds. Attention to detail is very important as well as excellent organizational, problem-solving, and interpersonal skills to be able to work as a team member. Prefer to be able to handle stressful situations. An outstanding attendance record and positive attitude is a must.

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, Company-paid contribution to HSA account, AFLAC, 401K, Birthday off with pay, Paid Vacation, Sick Days, Paid Holidays, Profit-Sharing, Overtime paid after 37.5 hours, and shift differential pay.

How to Apply

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