

Job Posting

Night Pressroom Working Foreman



Night Shift (6:00 pm – 6:00 am) 3 nights per 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 a **Pressroom Working Foreman** on the **night shift** from 6:00 pm – 6:00 am, three (3) nights a week. This is a full-time, hourly (non-exempt) position that is paid bi-weekly. The Pressroom Working Foreman directs and schedules press shift crews in order for the department to run smoothly and ensure that all positions are manned. The Pressroom Working Foreman will also safely and efficiently operate Hantscho and Harris M1000 4-Color heat-set web presses when crew positions become open.

Responsibilities

Pressroom Working Foremen 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 pressroom equipment, and keep management informed on production progress, quality, repairs, and/or safety issues.

Responsibilities include:

- Troubleshoot mechanical and electrical issues on the presses and consult with vendors when needed
- Be able to provide quality control by checking and approving press sheets on jobs
- Must be able to problem solve, answer questions, and give directions to press operators concerning noticeable errors
- Be able to examine job ticket to determine quantity, stock specifications, colors, and special printing instructions
- Will assist in interviews for the pressroom and make hiring recommendations
- Will ensure that new hires receive proper training
- Will perform performance appraisals and process time sheets for direct reports
- Must have excellent communication and interpersonal skills in order to connect with employees at all levels of the organization and customers that come in for press checks
- Must be willing to motivate and enable team members to think and act independently
- Provide disciplinary action when warranted
- Must have the ability to establish credibility and be decisive
- Must have good reasoning abilities, sound judgement
- Demonstrate ability to analyze and provide actionable improvements
- Maintain clear, concise, and accurate records and confidentiality
- Be able to work independently without supervision and handle multiple priorities
- Performs all other duties as assigned

Requirements:

Applicants must have 5-10 years of lead pressroom experience with 4-color heat-set web press operation, 2 years of supervisory experience, and a High School Diploma or GED.

Applicants must be able to do minor repairs on equipment. Computer skills in MS Office and knowledge of Monarch software would be a plus. Excellent organizational, problem-solving, and communication skills. The ability to do mathematical calculations and computations accurately. Proficient in English language. Excellent attention to detail. Excellent interpersonal skills be able to work as a team member, and ability to handle stressful situations. An outstanding attendance record and positive attitude.

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.

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.*