

Bindery Operator Assistant

- Assists the Binder Operator on the high speed line with all his job duties as well as coordinates the activities of employees assigned to Follows JWJ-BD 207 instruction of operating gathering machines.
- Helps operator to ensure proper glue application, cover application/ formation of spine.
- Helps filling pockets and does bundles as needed.
- Fills in for all material handlers and operators as needed.
- Oversees Gatherer, and assists with make-ready of Binder, Saw and Conveyor System leading to trimmers and stackers.
- Responsible for setting and testing the operation of the scanner. Responsible for monitoring scanner to ensure proper collation.
- Ensures all components are ready before job is set in. As binder operator directs communicates with appropriate parties (driver, WIP coordinator, and supervisor) regarding the production schedule and timely set-in of necessary components.
- Responsible for training on and operation of Binder, Gatherer, Conveyor Belt System, Trimmers, Stackers and Palletizer Equipment on all Soft cover lines.
- Maintains a ready supply of glue(s), Covers, Pallets, Cartons, etc.
- Ensures hot melt glue pre-melters are filled in order to have a ready-supply for production.
- Ensures cover feeder remain filled.
- Responsible for keeping the area clean and safe.
- Obtains and interprets job orders.
- Helps operator set up machine to job specification.
- Reports all unsafe acts of crewmembers, unsafe and/or improperly functioning machine conditions, quality problems, incorrect/questionable job order information including any failure to reach/obtain order quantities to operator immediately.
- Lube and clean machine as necessary the line to bind signatures into quality book blocks.
- Drains and cleans the hot melt pots.
- Performs and assists operator in p/m responsibilities during scheduled p/m's
- Works with maintenance personal to correct any mechanical or electrical problems during scheduled preventive maintenance.
- Assist with training others as needed.

PREFERRED SKILLS

- Fork truck certified
- Bindery Operator assistant experience
- Bindery experience
- Printing Industry experience

REQUIRED SKILLS

- Good reading comprehension
- Basic math skills including calculation of decimals/fractions
- Must be able to use a ruler and calculator
- High degree of initiative and attention to detail needed
- Mechanical skills
- Machine operating experience
- Basic computer skills
- Self-discipline and self-motivation preferred.

EDUCATION

High School Diploma or GED preferred

Please send me your resume for immediate consideration or come in and fill out an application for a possible on the spot interview.

Christy Bowman

Human Resource Representative

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