



POSITION: Bindery Manager

LOCATION: Dallas, PA

POSITION STATUS: Exempt/Non-Union

REPORTS TO: VP Manufacturing

COMPANY: OPM (Offset Paperback Mfrs., Inc.) is a leading manufacturer of printed products owned and structured as part of the Bertelsmann worldwide group of companies with two manufacturing locations in the Wilkes-Barre, PA geographic area. We are seeking the right talent to join our management team in support of production operations at our Dallas Plant. Our team members are eligible for valuable contributions through competitive salaries and comprehensive benefits that include medical/dental/vision/life insurance, 401(k), flex spending accounts, and an Employee Assistance Program—all in an environment that encourages personal and professional growth and rewards innovative thought.

SUMMARY: Position reports to Vice President of Manufacturing. Bindery Manager is responsible for all aspects of safety, production, quality and resource management of Bindery operations inclusive of human resources, raw materials and work -in- progress. Job encompasses approximately 100 full time employees and approximately 50 temporary employees currently across two 8 hour production shifts with potential for 3 shift work day. Bindery Manager works with administrative team, customer service and scheduling to insure quality products are delivered on time. Bindery Manager begins the days prior to day shift start up insuring crewing needs are met and crews are properly equipped to follow and maintain schedule. Alternate shift supervisors report to Bindery Manager. Bindery Manager also responsible for maintaining performance reporting, employee performance evaluations and administering disciplinary action as governed by current Collective Bargaining Agreement and Company Policy. Bindery Manager also works with machine operators, maintenance and engineering to insure machines are properly maintained with scheduled preventative maintenance program inclusive of rebuild with proper justification. Performance targets and objectives are established and tracked.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish crew plan and machine assignment for upcoming week
- Order temps and adjust by day as needed
- Start shift insuring temps are accounted for and properly assigned
- Conduct numerous rounds checking quality, schedule and employee well being
- Field and handle all questions on schedule, work order information and upstream quality issues and/or concerns
- Approve quality of F&G's, final bind and customer samples as required
- Follow through and check quality of extra eyes assigned projects
- Administer discipline and process necessary attendance paperwork and discipline steps
- Participate in grievance meetings and in processing formal grievance paperwork
- Work to insure terms and conditions of current CBA are maintained
- Work with management and sales on various projects to bring in new and different work inclusive of repurposing of existing equipment
- Attend daily PM production meeting to insure afternoon shift is properly equipped, schedules understood and followed to communicate any special maintenance projects or assistance needed
- Monitor existing Apprentice Program with timely evaluations and acknowledge need for new apprentices when warranted
- Process data supporting productivity reports
- Investigate shortages and customer complaints seeking process improvement with existing work instructions
- Establish crewing and management plan for weekend work
- Run bindery work order review meeting every Thursday bringing forth updates on existing conditions and new opportunities
- Ensure adherence to all safety policies
- Instruct, monitor and ensure all jobs are being performed in a safe manner
- Identify and remediate unsafe conditions



- Promptly investigate safety incidents and take appropriate action to prevent same in the future
- Administer, or ensure, rudimentary first aid to accident victims
- Ensure adherence to light duty employee restrictions
- Ensure distribution of pay checks
- Ensure qualified replacements are available to fill in for unexpected absence and PTO time
- Approve PTO requests

QUALIFICATIONS AND EXPERIENCE:

- College 4 year degree in management, business and/or print technology preferred
- 3-4 years of actual book bindery management experience as supervisor and/or manager
- 10-15 years' total experience with perfect binding technology, binder operator experience a plus
- Experience in union environment preferred but not required
- Good verbal, written communication and quantitative skills with solid experience in Microsoft Office Outlook, Word Processing and Excel spreadsheet preparation and use
- Certification in First Aid /CPR preferred

TO APPLY: For the Bindery Manager position apply in person or forward resume to:

Offset Paperback Mfrs., Inc.
Human Resources Office
human.resources@opm.com
2211 Memorial Highway
Dallas, PA 18612