

Company Name Get It Now Print
Contact Person's Name Sharon Rozema
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Company Location/Address 4790 Derry Street, Harrisburg
Position to be Advertised including Job Title Bindery Operator

Job Description

Job Summary
Effectively and efficiently perform finishing operations in Bindery using a variety of equipment such as cutter, stitcher, folder, etc. and also assist with hand operations as needed to meet customer requirements.

Job Duties / Responsibilities

- Perform accurate set-up and operation of bindery machines based on instructions from the job ticket. Machines include: stitcher, cutter, folder, etc.
- Make pre-run inspection and check with a co-worker or manager for approval.
- Understand and comply with all safety rules and procedures.
- Perform any other duties as assigned.

Qualifications

- High school diploma/GED equivalency. Trade/vocational school preferred.
- Ability to meet physical/technical requirements.

Physical / Mental / Technical Requirements

- Ability to perform basic arithmetic skills.
- Ability to perform basic computer (data entry) skills.
- Ability to read and communicate in English and understand job ticket specifications and instructions.
- Ability to apply problem solving in a team atmosphere as well as individually.
- Requires standing, walking and bending throughout the entire shift.
- Frequent lifting and carrying materials up to 40 pounds; occasional lifting up to 60 pounds.
- Ability to work independently with little supervision as well as in a team setting.
- Ability to learn new technology and equipment.
- Ability to work under the pressure of deadlines and schedules.

Type of Position (Check all the apply.) Full-time
Part-time

Position Available on Jan 11, 2021

**Additional Information
(optional)**

send resume to sharon@getitnowprint.com

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