



JOB DESCRIPTION

Job Title: Digital Operations Manager

Facility: Brooklyn Park

Department: Digital Studio

Reports to: Operations Director

SUMMARY

To plan, organize and control production within the Digital Studio to ensure that products are produced efficiently, on time, within budget and to set quality standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

Production Management

- Responsible for measurement and effectiveness of all internal and external processes.
- Monitor and control the production schedule.
- Adjusts work assignments to accommodate production schedule changes and inform Scheduling
- Determine the material resources required. Responsible for monitoring supply levels and reordering.
- Evaluate technology solutions and make recommendations for adoption.
- Experience with sheet-fed and roll-fed presses.
- Understanding of Static and Variable data and the differences in workflow.
- Ensure color consistency between presses and recalibration of presses.
- Ensure that standard operating procedures are adhered to.
- Establishes and monitors product quality standards.
- Ensure adherence to health and safety procedures.
- Determine and implement improvements to the production process.
- Set and manage production budgets.
- Collaborate effectively with other business units within the company.
- Research failures in quality control and implements temporary and/or permanent counter measures to eliminate them from happening again.
- Implement and maintain metrics on the Digital Operations Continuous Improvement boards daily.
- Post and communicate monthly production results with Digital Operations staff.
- Understand your role in the companies' Quality Management System regarding ISO.

Staffing & Training

- Motivate and lead high-performance teams. Attract, recruit, retain and train required members for the various areas of the department functions.
- Manage human and material resources to meet production targets.
- Design and implement standard operating procedures for the business unit.
- Work with staff to facilitate necessary improvements.

Communication

- Works closely with Scheduling and other Production Managers to ensure that productions schedules and delivery deadlines are met.
- Works closely with Sales Staff and Client Services in coordinating Digital activities.
- Works closely with other managers to ensure jobs can be produced as described on tickets.
- Assists Estimating Team, as requested, in estimating Digital activities.
- Conducts regularly scheduled department meetings.
- Attends regularly scheduled Manager's meeting.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- Education and/or Experience:
 - Bachelor's degree (B.A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.
- Possess personal characteristics of integrity, dependability, competence, and prudence.
- Have strong team leading and mentoring skills and a strong drive for results.
- Highly motivated, with strong organizational, negotiating, and interpersonal skills.
- Exceptional communications skills are required to successfully interface with our customers, vendors, and internal personnel.
- Strong skills in work planning, and scheduling, and knowledge of those procedures.
- Experience with print-based MIS systems and Digital Front End.
- Familiar with G7 standards and equipment calibration.
- Be proficient in Microsoft Office, and other PC and MAC applications.

PHYSICAL REQUIREMENTS

- Frequent working on a computer, walking, standing, sitting, climbing stairs.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing ladders, and operating mechanical equipment.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)