



JOB DESCRIPTION

Job Title: **Finishing Manager**

Facility: **Brooklyn Park**

Department: **Finishing**

Reports to: **Vice President of Operations**

SUMMARY

Oversees all aspects of the Finishing Department. Supervises Finishing department personnel and the Production of quality work produced on time within established standards. Researches new products and technologies for department.

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

- Responsible to implement the production schedule discussed in the morning production meeting.
- Adjusts work assignments to accommodate production schedule changes as required to meet customer needs.
- Achieves production according to the schedule and informs Client Services/Sales of any jobs that may not meet the schedule.
- Establishes maintenance procedures and assures maintenance is performed and recorded.
- Enforces work and safety rules.
- Guarantees accurate reporting of materials and machine counts.
- Responsible for departmental budgets and development.
- Reviews and responds to department Non-Conforming Materials.
- Develops and monitors standard operating procedures.
- Recommends hiring and dismissal of employees for his department to the Vice President of Operations.
- Submits shift staffing, promotion and raise recommendations to the Vice President of Operations.
- Conducts reviews and communicates raises.
- Coordinates the scheduling of vacations in the department so that a continuity of area coverage can be maintained.
- Trains employees in the skills required to perform advanced job procedures.
- Cross-trains employees to achieve personal and departmental depth and value.
- Researches new technologies to improve production efficiencies.
- Communicates discipline problems to the Vice President of Operations and implements disciplinary actions as approved by the Vice President of Operations.
- Provides technical information on jobs to Sales, customers, and other production personnel.
- Attends regularly scheduled leadership meetings.
- Operates equipment when necessary.

QUALIFICATIONS

- High school diploma or equivalent.
- 5 years' experience in printing.
- 3 years with supervising responsibilities of a Finishing Department.

PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting, and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

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 day)

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