



## JOB DESCRIPTION

**Job Title:** Press Manager  
**Department:** Press  
**Reports to:** Director of Operations

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### SUMMARY

Oversees all aspects of the department. Supervises Press 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 CSR/Sales of any jobs that may not meet the schedule.
- Works as liaison between press operator and client during customer press checks to ensure product quality and timely accomplishment of customer "O.K."
- Establishes maintenance procedures and assures maintenance is performed and recorded.
- Enforces work and safety rules.
- Develops work procedures to achieve most efficient production.
- Guarantees accurate reporting of materials and machine counts.
- Responsible for monthly inventories and consignment monitoring.
- Responsible for departmental budgets and development.
- Reviews department Non-Conforming Materials.
- Develops and monitors standard operating procedures.
- Recommends hiring and dismissal of employees for his department to the Director of Operations.
- Submits shift staffing, promotion and raise recommendations to the Director 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 Director of Operations and implements disciplinary actions as approved by the Director of Operations.
- Provides technical information on jobs to Sales, customers, and other production personnel.
- Attends regularly scheduled managers meetings.
- Understands your role in the companies' Quality Management System regarding ISO.

### QUALIFICATIONS

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

## **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)*