



JOB DESCRIPTION

Job Title: Production/ Pressroom Manager

Department: Factory Management

Reports to: Director of Operations

SUMMARY

Manages Press personnel and oversees all aspects of production to ensure quality products produced on time within established standards. Researches new products and technologies for company initiative.

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 optimize production operations.
- 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 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 management responsibilities.
- G7 Certification experience is preferred

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)