

Position Title
Bindery Coordinator

Date Prepared
January 10, 2000

Department
Bindery

Location
Brainerd

Reports to: Bindery Supervisor

I **Position Purpose**

Assist in the supervision of Bindery/Case Bindery, Shipping, Receiving and Warehouse personnel, working with the Bindery supervisor to assure work performed and jobs are produced within Bang Printing's quality and production standards.

II **Budget Dimensions**

- Overtime is maintained at minimum levels
- Aids in controlling internal costs through effective supply usage
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.

III **Primary Functions: Duties, Responsibilities and Expectations**

- Supervises and assigns work to department personnel. Approves time sheets or data collection of time and production.
- Works with other departments regarding layout and imposition of jobs.
- Oversee coordination of all job parts assuring that each production line has all components to manufacture job without having to look for or wait for components.
- Monitor production times making sure production standards are being met (job is completed in time allotted).
- Maintains equipment in good condition by preventative maintenance. Making sure all maintenance logs are kept up to date.
- Keeps abreast of new methods, processes and procedures in order to keep department up-to-date. Develops new or better methods for increased production.
- Establishes and maintains schedules.
- Procures departmental supplies and equipment repairs.
- Supervises packaging, addressing and shipping of finished products.
- Supervises temporary help assigned to Bindery.
- Sees that Material Safety Data Sheets (MSDS's) are available. Conducts safety training so that employees have had required hazardous chemical handling training and know where protective equipment is available.
- Administers company policies and directives.
- Disciplines and supervises all department personnel within company rules. Completes performance evaluations on time and within company guidelines.
- Trains and motivates personnel to adequately man equipment.
- Achieves high level of employee efficiency and morale through leadership and the use of sound management and human relations principles.
- Performs other duties as required.

IV **Communication**

Contacts

Nature or Purpose

Vice President of Operations	Direction, feedback, information exchange
Department Supervisors	Communicate with and support each other
Production Support Leaders	Communicate, support, information exchange
Manufacturing Employees	Provide direction, guidance, and performance feedback.
Scheduling/Purchasing	Communicate, information exchange.
Customer Service Representatives	Communicate job specifications.
Vendor's	Raw material issues
Customers	Color job approvals, specifications

V **Problem Solving**

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to employees and Production support leaders.
- Accurately detail issues to V.P. of operations for resolution.

VI **Education and Experience**

Front line supervision experience plus technical and interpersonal skills are vital. Knowledge of all bindery procedures is necessary. Ability to anticipate problems and head them off. Knowledge of maintenance procedures. Ability to plan, organize, direct, control, and lead.

- Excellent trouble shooting skills.
- Leadership tendencies.
- Good interpersonal skills.
- Good communication skills.

VII **Travel/Physical Exertion**

- Travel as required which may include occasional overnight stays.
- Ability to lift 60 lbs. on a regular basis.
- Willing to work all shifts.
- Willing to work as needed.

Employee Signature: _____ **Date:** _____
