

**Position Title**

Perfect Binder Coordinator

**Date Prepared**

September 6, 2002

**Department**

Bindery

**Location**

Brainerd

Reports to: Shift Supervisor

**I Position Purpose**

- Stage job in accordance with the Perfect Binder schedule to insure a standard queue time and a smooth workflow from job to job.
- Provide material handling assistance to additional equipment (stitcher, folder, etc.) when proper queue has been provided for the perfect binder.
- A minimum of four (4) jobs or eight (8) hours will be the goal for the queue time before the binder.

**II Budget Dimensions**

- Aids in controlling internal costs through effective supply usage.
- Works with fellow employees to reduce down time and improve through-put in plant.

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

- Pull all signatures, end sheets, and covers to Perfect Binder for entire job.
- Deliver completed books to Shipping Department for processing.
- Pull all boxes needed for job and ensure labels are correct for each job prior to previous job finishing.
- Ensure that all pulled components of each job are organized and grouped together in assigned areas.
- Provide feedback and suggestions on methods for improving productivity.
- Provide feedback and suggestions on areas of high waste and production concerns.
- Performs other duties as required.

**IV Communication**

**Contacts**

- \*Department Supervisors
- \*Production Support Leaders
- \*Manufacturing Employees
- \*Scheduling/Purchasing

**Nature or Purpose**

- \*Direction, feedback, information exchange
- \*Communicate, support, information exchange
- \*Provide direction, guidance, information exchange
- \*Communicate, information exchange

**V Problem Solving**

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to employees and Production Support Leaders.
- Accurately detail issues to Bindery Manager or V.P. of Operations for resolution.

**VI    Education and Experience**

- Excellent trouble shooting skills
- Leadership tendencies
- Good interpersonal skills & communication skills
- Good organizational skills; knowing location of supplies & materials
- Ability to read schedules

**VII    Travel/Physical Exertion**

- Ability to lift 60lbs. on a regular basis.
- Willing to work all shifts.
- Willing to work as needed.

**Employee Signature**\_\_\_\_\_ **Date**\_\_\_\_\_