

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Lead Bindery and Finishing Operator		
<b>DEPARTMENT:</b>	Bindery	<b>TERMS:</b>	Permanent Full-Time
<b>REPORTS TO:</b>	Production Manager	<b>DATE:</b>	February 2024 - 7am-3pm
<b>LOCATION:</b>	Toronto	<b>STATUS:</b>	Active

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Italic Inc is a dynamic, fast-paced environment that requires skilled production workers who can provide quality products within short time frames. We are looking for an energetic and collaborative Lead Bindery Operator who will be responsible for post press production including cutting, folding, and bindery throughout packaging and shipping. This role is a vital part of the production cycle and requires a team player who is a self-starter but can also work independently.

This role involves ensuring our customers jobs are completed per specification and on time. We have a wide variety of clients who rely on our production team to output quality work and unique products. The variety of services we offer requires employees to continuously learn new skills while honing their existing ones. This is especially important for the Bindery Operator as they are lead of the bindery department and will need to be able to adapt quickly.

### KEY JOB RESPONSIBILITIES:

#### General

- Work with the Production Manager to establish best working practices
- Work with the Production Manager and the Imaging Department to determine job plans/timing for all jobs
- Maintain all bindery equipment, including cutter, scorer, stitcher, drill, laminator, perfect binder, sewing machine, gluer
- Work with the Production Manger to order materials/supplies to meet production demands
- Maintain a clean and organized work environment
- Always uphold safe working standards

#### Bindery/Finishing duties

- Day to day operations of the bindery and finishing equipment
- Direct other finishing operators when required
- Operate guillotine paper cutter and ensuring cutting accuracy
- Operate small format laminators and duplex gluing equipment
- Operate various small format bindery equipment (drilling, creasing, perfining, folding, perfect binding, saddle stitching, wire-o binding, round cornering, d-tapering, etc.)
- Operate the industrial sewing machine (hemming, pocket sewing and plastic beading)
- Small format hand work and product assembly

- Large format trimming, laminating, and mounting

#### Shipping and Packaging duties

- Collate, sort, and counting of products
- Pack products for shipment

#### **SKILLS/EXPERIENCE REQUIRED:**

- Knowledge or experience within the printing manufacturing industry
- Able to read, comprehend and communicate job ticket information
- Able to follow standards and procedures, and create improvement to production workflow
- Able to multi-task and meet multiple deadlines
- Excellent organization, prioritization, and attention to detail with a high-quality mindset
- Flexible, fast learner, able to adapt and always eager to learn
- Able to lead a small team and give clear direction to employees
- Basic computer knowledge
- Highschool level mathematics, strong understanding of imperial measurements

#### **KEY COMPETENCIES:**

- Work as a part of a team in a fast-paced environment
- Able to work with minimal supervision
- Self-motivated and organized
- Must be able to maintain flexible work hours and be available for overtime as needed

#### **TYPICAL WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Ability to lift materials up to 50lbs
- Must be able to work on your feet for majority of work day
- Working in a loud and busy manufacturing environment

If interested, please contact:

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Salary: \$18-25