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# Example of Bindery Job Description

Our innovative and growing company is searching for experienced candidates for the position of bindery. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bindery

* Train staff on proper procedures and techniques
* May occasionally operate automated equipment and/or industrial truck or electric hoist to assist in loading or moving materials and products
* Other duties as assigned in the printing, bindery and fulfillment areas
* Operate Buam Stahl Equipment
* Operate Programmable Cutting Machine
* Operate Folder and Sheetfed Folder Machines
* Maintain Stock of Folded Materials
* Light Maintenance of Bindery Machinery
* Maintain clean area & assist in clean-up of machines
* Recognizes and solves problems affecting production including schedules, staff, quality, yield, and order of production line

## Qualifications for bindery

* High school/GED and/or 5-7 years experience in a manufacturing environment required
* Previous experience working on Polar cutters,MBO folders,Harris stitcher highly preferred
* Perform minor repairs and preventative maintenance on bindery equipment
* Provide feedback to Production Scheduler if the proposed schedule is unrealistic
* Correct and/or report any unsafe conditions
* Suggest ideas for company wide continuous improvement