Example of Bindery Operator Job Description

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Our growing company is hiring for a bindery operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for bindery operator

- Maintain attendance according to facility guidelines be able to work constructively with co-workers, supervisors, vendors, in performing daily responsibilities
- Read job ticket to ensure all required work is performed on each job
- Cut to size, stitch, punch, coil, cuts, fold, glue, or otherwise finish the product according to job ticket instructions
- Complete tasks as directed by production schedules to ensure timely delivery of products to customers
- Pack finished products into correct packages and boxes
- Examine finished products for quality assurance
- Report defective materials or questionable quality issues to the department Supervisor or Lead
- Place finished goods on the designated location
- Perform prescribed preventative maintenance on machines as required to reduce problems, maintain quality, and minimize costly repairs and downtime
- Maintains the work area, tools and equipment in a clean and orderly condition and follows prescribed safety rules and regulations

Qualifications for bindery operator

- Able to complete appropriate forms relating to stock description, quantity, unit of issue, and the labeling requirements for coming and outgoing

- A minimum of 3-5 years large format Cutter, Folder or Saddle Stitcher Operator experience required
- Good interpersonal skills and ability to coordinate and direct bindery personnel
- Provide approval to run after successful make readies are performed
- Provide guidance and monitor the quality of work being performed train personnel in the proper operations of various bindery equipment