



Example of Bindery Operator Job Description

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Our growing company is searching for experienced candidates for the position of bindery operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for bindery operator

- Operate machines for jobs that require a variety of bindings for booklets, manuals, contracts, brochures, legal documents and reports
- Operate plotters and printers
- Reproduce CD's and DVD's
- Willing to work overtime to meet deadlines
- Ensure equipment is properly maintained
- Request service on equipment as necessary
- Input job request information into data base
- May assist with training other production technicians
- Retrieves and delivers materials to other departments
- Cleans, lubricates, and performs preventive maintenance to bindery equipment

Qualifications for bindery operator

- Must be able to troubleshoot and repair mechanical problems on bindery machinery
- Must be able to calculate measurements, clearances, and fits in combining machines
- Prior experience working in a printing environment preferred
- Occasionally lift/carry 20-50 pounds
- Must be able to stand constantly (over 2/3 of time), walk frequently (1/3 to 2/3 of time)

