

Position Profile:

BINDERY SPECIALIST – CUTTING & COILING



Why This Role Matters

Precision matters in every order we touch. In this role, you help transform printed materials into polished, finished products that customers will use with confidence and pride.

Your work ensures projects are cut accurately, bound professionally, and completed on time while supporting a smooth flow throughout the production process. By maintaining quality standards, adapting to changing priorities, and helping solve production challenges, you play an important role in delivering products that reflect the craftsmanship and reputation of our company.

Overview

As a **Bindery Specialist**, you help bring printed projects through the final stages of production. This role focuses primarily on **cutting and coil binding** operations while supporting a variety of bindery operations as needs evolve.

Success in this role means projects are completed accurately, quality standards are maintained throughout production, and customer deadlines are consistently met. You'll work collaboratively with individuals from all aspects of sales and production to keep work moving efficiently and deliver exceptional finished products.

Your Impact

- **Deliver high-quality finished products** through accurate cutting, coil binding, and finishing operations
- **Contribute to a culture of quality** by identifying and addressing potential issues before they impact the final product
- **Support on-time delivery** by helping projects move efficiently through the finishing process
- **Reinforce customer confidence** through careful handling of materials and attention to detail
- **Maintain production readiness** by operating equipment responsibly and keeping work areas organized, clean, and safe
- **Adapt to changing priorities** and assist with a variety of finishing processes as production demands shift
- **Collaborate with teammates** to solve problems, overcome production challenges, and meet shared production goals
- **Identify opportunities to improve** workflows, reduce waste, and enhance the overall customer experience

What Makes You a Great Fit

We welcome candidates from a variety of backgrounds. Important strengths for success include:

- Strong attention to detail and commitment to producing accurate, high-quality work
- Dependability and accountability in meeting deadlines and maintaining consistent work quality
- Mechanical aptitude and comfort learning equipment and production processes
- Ability to prioritize accuracy while maintaining an efficient pace of work

- Ability to stay focused and organized while performing repetitive tasks with precision
- Comfort working in a fast-paced production environment with changing priorities
- Strong teamwork and communication skills
- Commitment to workplace safety and quality standards
- Problem-solving skills and the ability to proactively identify and communicate potential issues
- Willingness to learn new equipment, techniques, and finishing processes
- Pride in craftsmanship and producing work that meets customer expectations

Experience That Sets You Apart

While not required, these experiences may help you contribute more quickly in the role.

- Experience setting up and operating standard bindery and finishing equipment
- Hands-on experience with coil binding, guillotine cutting, folding, saddle stitching, shrink wrapping, or other finishing equipment
- Experience setting up and adjusting production equipment to meet quality standards
- Understanding of production specifications and quality control practices
- Experience reading work orders and following detailed production instructions
- Experience moving materials and finished products using pallet jacks, hand carts, or similar equipment
- Exposure to a variety of bindery or finishing operations and an interest in expanding technical skills

Role requirements:

- Ability to safely handle materials and perform the physical aspects of the role (with or without reasonable accommodation)
- Employment is contingent upon completion of a post-offer background check. Criminal convictions will be considered only if they are substantially related to the duties of this position.

Reports to: Vice-President of Operations

Job Type: Full-Time (Non-Exempt), On-Site

Typical Schedule: Monday-Friday, 6:30 am-2:30 pm, NO WEEKENDS

Expected Compensation: \$20-23 per hour

Benefits: Generous Paid Time Off (PTO) policy; employer-sponsored medical, HRA, disability and life insurance (valued at \$9,500+); 401k with match; optional dental, vision, FSA, HSA.

To apply: Email resume to Gretchen Bourg, HR Manager, gretchen.bourg@parkprinting.com