

Position Profile:

BINDERY SPECIALIST – MAILING & FINISHING



Why This Role Matters

Every project depends on a team of people working together to deliver quality results on time. In this role, you help ensure printed materials move successfully through the final stages of production by supporting finishing, mailing, and shipping operations with accuracy and care.

Your work helps keep projects on schedule, supports the success of your teammates, and ensures customers receive products that exceed their expectations. By maintaining quality, adapting to changing priorities, and helping solve production challenges, you play an important role in delivering results the entire team can be proud of.

Overview

As a **Bindery Specialist**, you are part of the **finishing, mailing, and shipping** processes that prepare customer projects for delivery. This role contributes to the quality, accuracy, and timely completion of a wide variety of printed products and mail campaigns.

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 equipment operators, production team members, and shipping personnel to help keep work moving efficiently through the production environment.

Your Impact

- **Deliver high-quality finished products** by supporting bindery, mailing, and packaging operations
- **Contribute to a culture of quality** by actively monitoring work and raising concerns when something doesn't look right
- **Support on-time delivery**, helping projects move efficiently through finishing, mailing, and shipping processes
- **Reinforce customer confidence** through careful handling of materials and attention to detail throughout production
- **Maintain production readiness** through organized, efficient, and safe work spaces
- **Keep projects moving** by adapting to changing priorities and assisting wherever production needs are greatest
- **Collaborate with teammates** to solve problems, overcome production challenges, and meet shared goals
- **Identify opportunities** to improve processes, 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 while working independently
- Comfort in a fast-paced production environment with changing priorities

- Ability to stay focused and organized while performing repetitive tasks with accuracy
- Problem-solving skills and the ability to identify and communicate potential issues proactively
- Strong teamwork and communication skills
- Commitment to workplace safety and quality standards
- Willingness to learn new equipment, processes, and production techniques

Experience That Sets You Apart

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

- Background in setting up and operating an ink jetter, tabber, inserter, envelope press, or other standard bindery equipment
- Understanding of mailing operations, postal requirements, shipping processes, or related logistics
- Ability to interpret job specifications and maintain quality standards throughout production
- Safe operation of pallet jacks, hand carts, or other material handling equipment

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, 8am-5pm, NO WEEKENDS

Expected Compensation: \$19-23 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