



WE'RE HIRING A JUNIOR BINDERY OPERATOR

JOB DESCRIPTION

Job Title	Junior Bindery Operator	Job Level	Employee
Job Purpose	The Junior Bindery Operator is responsible for the safe and efficient operation of all Bindery machines. The incumbent is also responsible for the achievement of all goals related to the cost, quality and on-time production of bound and finished materials at SCRIP-J. You are also responsible for ensuring the overall quality of the product being sent to customers.		
Reports to	Team Leader - Bindery		
Direct Reports	None		
Department	Bindery		
Division	SCRIP-J		

MAJOR ACCOUNTABILITIES

BINDERY

- Read and understand the job bag to determine production requirements
- Perform preventative maintenance as scheduled for all Bindery equipment
- Ensure all Bindery tools, equipment manuals, dies, blocks, are in designated area etc.
- Perform duties of die cutting, foiling, perfect binding, stitching, folding, laminating, trimming and blind embossing of jobs
- Log and enter relevant data in PACE
- Understand how your job relates to others
- Troubleshoot to ensure jobs are completed in the most efficient and cost effective way
- Ensure that quality checks are done at every stage
- Operate the following machines:
 - Polar 115 and 92 Guillotines
 - Stahl folders
 - MBO folder
 - Quickbinder 100 and 200
 - Presto stitcher
 - Muller Martini Gatherer
 - Cylinder Press
 - Letterpress

ALTH & SAFETY

- At all times pay special attention to and promote workplace safety
- Ensure physical environment is kept clean

It may be necessary, due to exigencies that may arise, to perform duties other than those normally falling within your ambit.

QUALIFICATIONS

- A minimum of 3 O'Levels, including Mathematics and English
- Experience in a similar position is an asset

TECHNICAL SKILLS & COMPETENCIES

- Understand details and requirements on Job Tickets
- Stores withdrawal preparation
- Stores Returns preparation
- Malfunction Report preparation
- Machine Repair Log
- Accident Report
- PACE Software

BEHAVIOURAL COMPETENCIES

- Handle many issues, items, and functions at one time and deal rapidly with multiple items in prioritized sequence
- Be flexible and adjust to rapidly changing requirements and schedules
- Act on initiative and use it wisely
- Demonstrate willingness to accept direction from your supervisors and peers to improve quality and performance
- Ensure the equipment, furniture and work space are maintained in a clean and workmanlike manner
- Bring about a sense of Team Spirit within your department
- Communicate well both verbally and written

WORKING CONDITIONS

- Ability to work in a Factory environment with the required Personal Protective Equipment (PPE)
- Shift hours: 7:00am – 3:00pm; 3:00pm – 11:00pm
- Overtime and working on weekends is required occasionally

PHYSICAL REQUIREMENTS

- Standing or sitting for long periods
- At times the incumbent may be required to lift packages weighing 40lbs or less

APPLICATIONS SHOULD BE SUBMITTED TO:

Christine King

Group Executive Manager Human Resources

The Business Supply Group Limited: **BOSS SCRIP-J Division**

hr@bsgl.biz

Deadline: September 22nd, 2023

Only short-listed candidates will be contacted