



**Please submit your application via email ([careers@fenway-group.com](mailto:careers@fenway-group.com)) with your name and prospective position in the subject line. We will review your information and get back to you!**

## **Bindery Operator**

The Bindery Operator must be able to set up and operate multiple machines including but not limited to the saddles stitch, perfect binders, cutters, etc. Must also possess proven leadership, administrative, and people skills.

## **Responsibilities**

- Machine set up and operation, set up and fine tuning of pockets to ensure minimal drops and stops during operation
- Set and monitor machine calipers to ensure quality of finished product
- Change and adjust trimmer knives
- Inspect working parts and be able to recognize those that need replacement
- Constantly monitor quality of finished product
- Be responsible for general maintenance and lubrication of machine
- Assist with housekeeping in the bindery area
- Be thoroughly familiar with all areas of job finishing sheet
- Follows all required safety procedures such as: PPE's, Ergonomics, Chemical Hazards, etc. Performs job in a manner that protects the health and safety of all employees.
- When cutting business card shells or letterhead shells. Need to box finish product and label the boxes with sample and quantity.

**Benefits:** Health and Dental, 401k with Employer Match, Paid Holidays, Paid Time Off

**Job Type:** Full Time, Part Time, 1<sup>st</sup> or 2<sup>nd</sup> Shift

**Thank you for your interest in joining the Fenway Group Team!**