



Graphic Composition is a family-owned, growing company that has been deemed an essential business. We have been a part of the Fox Valley for over 70 years. With on-going updated technologies and delivering excellence, it has transitioned into a modern printing and graphic arts firm. Graphic Composition is a technology-driven, marketing communication organization.

Position Objective / Summary: Production Manager

The Production Manager is responsible for the effectiveness and successful management of labor, productivity, quality control and safety of all print production areas.

Essential Duties & Responsibilities:

Duties of the Production Manager may include but not limited to interviewing, selection, and hiring; training new and existing employees; planning, assigning, and directing work; authoring and discussing with employee's performance appraisals; addressing employee performance and corrective action.

The Production Manager role requires a bachelor's degree or 8-10 years of experience in the print field or in related area. Rely on extensive production management experience and judgement to plan and accomplish goals and key performance indicators. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected. Works directly with and manages production team.

Essential Job Functions:

- Use FileMaker as a scheduling tool to establish, prioritize, coordinate, and execute production schedules in a timely manner to meet delivery goals and customer expectations. Work with customer service as needed for flexibility of due dates.
- Communicate daily with all departments. Job plan with estimating to ensure jobs are quoted and produced alike. Communicate the press schedule with the pre-press department to reduce down-time on all presses. Organize digital schedule to flow with bindery/delivery. Work with the bindery department personnel and hand work team to coordinate with deliveries.
- Monitor projects and oversee quality of work from ticket entry through finishing/delivery.
- Identify and implement new procedures where quality can be improved.
- Evaluate machine resources at all times to ensure continued production and minimal downtime
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions.
- Supervise production employees while motivating, supporting, and providing guidance to.
- Communicate customer issues with production team and devise ways of improving the customer experience, including resolving problems and complaints.
- Work closely with the management team regarding problems/issues impacting production; also, to set and/or implement policies, procedures, and systems and to follow through with implementation.
- Ensure all safety and health standards are met to keep production department accident-free
- Assist in decreasing overall paper costs through more aggressive pricing contracts, more efficient buying patterns and confirming actual contract pricing is being followed by vendors



- Contribute production information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality, and customer service standards; resolve problems
- Develop production systems by determining product handling and storage requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping
- Work with the management team to analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
- Manage relationships with key production vendors

Knowledge, Skills, Abilities: the requirements listed below are representative of the knowledge, skill, and /or abilities required.

- Experience with bindery equipment, offset presses, digital presses, shipping/packaging is a must
- Collaborative working style and able to work with a variety of personalities, across multiple departments.
- Possess excellent communication skills, critical thinking skills, and problem-solving skills
- Proficiency in data entry/data processing skills; MS-Office, Outlook, UPS Worldship, and computers in general
- Must be dependable, and reliable; have good decision-making skills and able to manage conflict

Graphic Composition offers competitive wages and excellent benefits which include health, dental, vision, disability, life insurance, and 401(K) plan with company match.