Graphic Composition, Inc.

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: Hand Bindery

We are currently looking for a Hand Bindery person who will assist in hand assembly of projects, packing customer orders and learn about set up, operation, and maintenance of bindery and mailing equipment.

Essential Duties & Responsibilities:

- Primary focus is to process finished printed products.
- Read and interpret job orders and run jobs according to instructions.
- Perform hand collating, inserting, boxing, packing, bagging, and miscellaneous hand labor projects
- Use various machines for punching, coiling and shrink wrapping
- Learn how to operate material handling equipment, such as hand truck, tape fasteners, pallet jack & forklift.
- Comply with all quality procedures, company rules and regulations.

Essential Job Functions: (including, but not limited to the following)

- Can work independently and stay on task
- Must be able to lift up to 25lbs and have the ability to stand for extended periods of time with frequent lifting, bending, squatting, reaching and pulling
- Attention to detail and a keen eye for quality control

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

- Experience with some bindery equipment is a benefit, however, will provide on the job training
- Collaborative working style and able to work with a variety of personalities, across multiple departments.
- A high school diploma or general education diploma is required.

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