



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: Bindery Operator**

We are currently looking for a Bindery Operator who will set up, operate, and maintain bindery and mailing equipment.

**Essential Duties & Responsibilities:**

- Set up and operate bindery and mailing equipment such as guillotine cutters, folders, saddle stitchers and mailing machinery.
- Read and interpret job orders and run jobs according to instructions.
- Comply with all quality procedures, company rules and regulations.
- Troubleshoot and fix problems that occur during the run.
- Meet standard rate production expectations.
- Perform preventative maintenance of the equipment.
- Must be able to operate material handling equipment, such as hand truck, pallet jack & fork lift.
- Strong mechanical aptitude.

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

- Must be able to lift up to 50lbs and have the ability to stand for extended periods of time with frequent lifting, bending, squatting, reaching and pulling
- Time management is vital as several projects might be produced simultaneously.

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

- Ability to perform basic mathematical operations to include addition, subtraction, multiplication, division and reading a ruler.
- 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. 1-3 years of similar work experience in the printing industry.
- Knowledge of postal regulations and mailing sorting a plus.

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