



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: Lead Shipping / Hand Bindery**

Perform a variety of shipping and receiving tasks. Assist the Production Manager & purchasing agent in verifying materials received are as ordered and routes incoming items to appropriate departments/locations. Prepare items for shipment ensuring cost effective courier services. Assist Production Manager in coordinating the bindery operators and the bindery schedule to ensure on time deliveries/shipments as outlined by the scheduler.

**Essential Duties & Responsibilities:**

The following is a summary of the essential functions for this job. Other duties may be performed, which are not listed below. Specific activities may change from time to time.

1. Prepares shipments for UPS / freight / delivery; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery. Prepares required carton labels and packing lists.
2. Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
3. Records all quantities shipped/cartons used and incurred shipping costs on related job tickets.
4. Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment. Delivers items to requisitioning departments.
5. Maintain accurate client inventory. Record items as produced and held in the warehouse and release inventory as requested by clients/ CSR's. Perform physical inventories as needed to ensure accurate records.
6. Operate pallet jacks, and/or forklift in loading and unloading supplies; operate shrink-wrap machine; operate company vehicle to deliver shipments as needed; may assist in routine maintenance of equipment and shipping area.
7. Operate drill presses, trimmers, hand bindery equipment and mailing equipment.
8. Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
9. Leads, guides, and trains employees performing related work.
10. Maintains inventory of shipping / hand bindery materials and supplies. Prepares orders on a regular basis and works with the purchasing department.
11. Performs miscellaneous job-related duties as assigned.

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