

## JOB DESCRIPTION

Position: Digital Print Operator

### DEFINITION

Under the direction of the Print Shop Manager, our mission is to assist educators in equipping English learners for academic achievement. The Digital Print Technician position operates and maintains digital presses that produce various printed materials for our professional learning and instructional materials.

### REQUIRED QUALIFICATIONS

- High School graduate, or completion of GED required.
- One to three years of related experience or a combination of education and experience commensurate with the requirements of the position.
- Effectively communicate in both oral and written form.
- Lift and carry supplies, printed materials, and bulk paper.

### REQUIRED LICENSE AND INSURANCE

- Must possess an appropriate driver's license and the availability of an automobile with the state minimum insurance coverage

### PREFERRED BUT NOT REQUIRED QUALIFICATIONS

- Previous experience in setting up and running EFI Fiery Workstation. EFI Fiery certification a plus.
- Previous experience with all Adobe Creative Suites, Impose, and Google Docs is recommended.
- Operate pallet jack.

### PREFERRED DIMENSIONS

This position requires an individual who is technically and mechanically oriented, with strong computer skills with file-to-print process. Frequent lifting of up to 50 pounds is necessary. The employee must have good manual dexterity, a strong work ethic, exceptional attention to detail and organizational skills, ability to work independently, good eyesight, including visual acuity, depth perception, field of view, color vision and the ability to focus quickly.

### ROLE ESSENTIAL FUNCTIONS

- Operate Xerox 700i Digital Press, Ricoh 7100X Digital Press, Roland LEC330.
- Review and follow production instructions in accordance to company standards and protocols.
- Maintain work area and equipment in a clean orderly condition and follow prescribed safety procedures.
- Troubleshoot and perform maintenance on copiers and other related production equipment.
- Determine paper types, weights, finishes and sizes.
- Maintain stock control including binding, paper, toner, and other print related consumables.
- Monitor color and image quality throughout press run.
- Keep and maintain color profiles necessary for consistency and calibration.
- Track and record all consumables and through put of equipment.
- Collaborate with department managers to effectively prioritize print projects.
- Able to multi-task, and work with warehouse, assembly, and print staff to complete publications and products.
- Able to use paper cutter, hole driller, jogger, spiral bindery, UV coater, and other bindery equipment to complete print products.

- Comply with local, state, and federal government reporting requirements
- Provide clerical and administrative support to management as requested
- Other duties may be assigned

#### BENEFITS

E.L. Achieve offers benefits including a 401k savings plan, medical/dental/vision/life insurance coverage, paid sick, vacation, holidays and profit sharing benefits.

Position is full time

\$13.50 - \$16.00 per hour

\*This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Belief in E.L. Achieve's mission to assist educators in equipping English learners for academic achievement
- Excellent problem solving skills, "can do" attitude and ability to maintain sense of calm during chaos
- Excellent communicator with interpersonal skills both in person and on the telephone, and the ability to speak diplomatically with clients and staff from the educational community and vendors
- Ability to adapt to continually changing requirements of a service-oriented work environment and to quickly adjust priorities and handle unexpected & time sensitive requests
- Ability to travel to provide support for warehouse operations
- Self-starter who is able to work independently with little supervision, but also collaborate and work effectively as a member of a team to meet deadlines
- The ability to help maintain online databases and excellent technology skills for operating within a virtual organization; proficient in web-based and Microsoft Office applications, Quickbooks, Web-conferencing and ability to problem solve technical issues and adapt to changing technological advances
- Extreme attention to detail and strong organizational and problem solving skills along with effective time management skills, a strong work ethic and a good sense of humor

#### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment, drive an automobile and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

In accordance with the Immigration Reform and Control Act of 1986, continued employment of persons hired by E.L. Achieve, will be contingent upon presentation by the employee of acceptable documents verifying identity and authorization for employment in the United States.

E.L. Achieve is an equal opportunity employer and complies with the Americans with Disabilities Act (EOE/AA/ADA).

How to Apply: Submit resume to [hr@elachieve.org](mailto:hr@elachieve.org) and complete application online at [http://www.surveymonkey.com/s/elachieve\\_employment\\_application](http://www.surveymonkey.com/s/elachieve_employment_application)

Questions/Information: [hr@elachieve.org](mailto:hr@elachieve.org)