

Digital Print Operator

Job Description

The Digital Print Operator is responsible for performing a variety of duties associated with the operation and general maintenance of high-volume digital printing machinery to include problem solving related to job specifications, workflow and deadlines; perform or assist with scheduling, and quality control.

Responsibilities:

- Analyze, process and follow up production requests by determining best methods for producing desired products.
- Ensure the completion of jobs in accordance with scheduled turnaround time.
- Program digital printers and coordinate the workflow to enhance productivity.
- Facilitate transfer of documents via internal and external network to storage media and printers; archive as needed.
- Assist supervisor by scheduling and checking completed work.
- Ensure deadlines and quality standards are met.
- Act as consultant to clarify instructions and resolve complaints.
- Create electronic image enhancements to improve the quality of originals or achieve desired design effect by cropping, enlarging, manipulating photographs and utilizing color correction as needed.
- Reviewing completed work for accuracy and quality.
- Perform routine and special maintenance on equipment to achieve maximum machine performance based on equipment specifications and acquired knowledge of machine operations, including cleaning machines and making minor repairs.
- Maintain work area in a neat and orderly fashion.
- Perform other related duties incidental to the work described herein.
- Adhere to the policies listed in the VMS Employee Handbook.

Minimum Qualifications

- Read and understand basic blueprints.
- Ability to lift up to 50 pounds.
- Ability to prioritize, expedite and maintain specified timelines.
- Ability to foster a cooperative work environment.
- Skill in the use of personal computers and related software applications.
- Excellent phone and communication as well as interpersonal, verbal, and efficient organizational skills required.
- Excellent listening skills, problem solving, questioning, analytical and qualitative skills with ability to resolve conflicts effectively.
- Strong organization, time management, problem-solving, and multi-tasking skills.
- Self-starter with ability to work independently with minimal supervision.

Education / Experience

- One to three years' related manufacturing experience and/or training preferred.
- High School diploma/GED or equivalent required.
- Proficiency with Microsoft Suite, including Word, Excel, PowerPoint and Outlook required.

Submit your resume to info@vmsinc.com.



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