

Screen Print Operator

Job Description

The Screen Print Operator is responsible for setting up and operating a manual screen-printing station according to written and/or verbal instructions, established company procedures, safety, and quality guidelines. Capable of solving printing problems, and making print adjustments to maintain print quality, registration, color, and production speed. Has good understanding of inks, solvents, and can print line, halftone, and four-color copy on a variety of substrates by performing the following duties personally or through assistant personnel.

Responsibilities:

- Receives production order and job assignments from supervisor. Reads order to verify quantity to be run, overrun tolerance, color sequence, and substrate.
- Obtains substrate, screen, ink, squeegee, and related supplies needed to produce job.
- Sets up press according to established company guidelines, safety, and job requirements.
- Prints proof sheets to check press setup, registration, ink viscosity and color.
- Secures supervisor's approval for production run.
- Adjusts drying rack or sets dryer for proper drying or curing.
- Prints job maintaining optimum production speed and makes press adjustments to maintain print quality, registration, and color.
- Solves printing problems.
- Prints line and halftone copy on a variety of substrates.
- Completes production run including overruns and production samples.
- Completes production records.
- Ensures proper cleanliness of press, workstation, and immediate press area by returning unused ink to ink room, removing trash, rags, and extra press sheets.
- Adhere to the policies as listed in the VMS Employee Handbook.

Minimum Qualifications:

- Excellent attention to detail.
- Excellent listening skills, problem solving, questioning, analytical and qualitative skills with the ability to resolve conflicts effectively.
- Strong organization, time management, problem-solving, and multi-tasking skills.
- Required to stand; walk; use hands to handle or feel; reach with hands and arms; talk and hear.
- Lifting of up to 25 – 50 lbs.
- Long periods of sitting and or standing in one location; the employee is occasionally required to stoop, kneel, or crouch.

Education / Experience

- High School diploma/GED or one to three years related experience and/or training; or equivalent combination of education and experience.
- Basic understanding of Microsoft Suite, including: Word, Excel, PowerPoint and Outlook required.

Submit your resume to info@vmsinc.com.



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