

BMS Direct – Job Description

Position Title: Printer Operator

Supervisor: Production Supervisor

Purpose of Job: Operate high-speed laser and ink jet printers and perform quality control checks on all output

Supervises: None

Essential duties and responsibilities:

- Operate all Operations Print room equipment including high-speed laser and ink jet printers.
- Perform quality control checks prior to setting up each order and each time paper is removed from the printer
- Work with Operations Supervisor and Project Managers to manage and verify BMS inventory
- Help monitor that all documentation is up-to-date with current instructions and samples
- Keep department clean and orderly
- Perform other duties as directed by Management

General Time Allocations:

This position will require about 90% of your time to be spent operating Print Room and Press Room equipment and performing quality control checks on all output. The remainder of your time will be used to help manage and verify BMS inventory, keep documentation up-to-date and maintain a clean and orderly work environment.

Required qualifications:

Education and/or Experience: High school diploma or GED or equivalent combination of education and experience.

Manual and physical requirements: Required to stand during a majority of the work shift. Must frequently lift and/or move 45 pounds or more.

Other skills: Good working knowledge of Windows XP, must be proficient in Microsoft Word and Excel, understanding of Adobe PDFs. Good communication and interpersonal skills with the capability of working independently or in a team. Maintain professional appearance and demeanor that reflect the company's commitment to quality, continuous improvement, and respect for individuals.

Working conditions:

- Typical workday: Department operates from 5:00am – 8:00pm with multiple shifts including some evening and weekend work.
- Noise: moderate
- Environment: good

Last Updated: August 11, 2020