

Platemaker (2nd shift) - OEC Graphics, Inc.
Atlanta, GA
JOB DESCRIPTION

Purpose: Produce photopolymer plates to meet production schedule and customer demands.

Reports to: Corporate Plate Technologies Manager

Status: Non-exempt

Essential Responsibilities:

1. Produce photopolymer plates to meet production schedule and customer ship dates while maintaining the highest quality standards. Monitor room temperature for proper plate making environment. Crosscheck file with proof for digital plates. Utilize micrometer to ensure plates are within plate tolerance. Double check quality of films for analog plates. Record job billing of time and materials as required.
2. Adhere to all pertinent safety and quality standards, checks, and procedures. Perform equipment maintenance as needed. Maintain a clean work area employing good work habits and adhering to procedures.
3. Participate in process improvement and production efficiency activities by sharing knowledge and production methods on equipment usage.
4. Prepare and expedite shipments per work ticket instructions and/or customer specifications, including but not limited to: create and affix proper labeling, assemble and pack appropriately to prevent damage in transit, prepare and complete all required record keeping for incoming and outgoing shipments in a timely and accurate manner, calculate weight, shipping charges and postage. Perform quality assurance check of products prior to packaging and shipment.
5. Coordinate on-time shipment of completed OEC goods; make arrangements for carrier pick-up per work ticket shipping instructions. Some delivery may be needed from time to time.
6. Receive incoming shipments and materials; verify, document, and deliver promptly as instructed. Some fork lift operations required to complete this task.
7. Any other duties as assigned.

Knowledge, Skills and Abilities:

- Basic math aptitude; individual must know basic math skills and be able to read a ruler
- Ability to manage numerous projects simultaneously
- Demonstrates independent judgment
- High level of accuracy and attention to detail
- Able to operate material handling equipment

Education and/or Experience: High School diploma or equivalent is required. Prior experience in printing/publishing is preferred but not necessary.

Performance Standards: Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

Equipment/Materials Used: Platemaking equipment, ruler, material handling equipment, calculator, computer and general production equipment.

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Conditions of Employment: Continuous standing and walking. Ability to routinely lift up to 40 pounds. General vision and hearing. Occasional overtime may be required to meet the needs of the business.

Employment is on an at-will basis and may be terminated at any time, and for legal reason, with or without cause, either by the employee or the company.

I understand and I am able to perform the above mentioned job requirements.

Signature

Date