

OEC Graphics, Inc.
Plate Mounter
(2nd Shift: M-F, 2:00 pm – 10:00 pm)
Appleton, WI

Purpose: Mount and inspect photopolymer plates to meet production and customer printing requirements.

Essential Responsibilities:

1. Produce and/or adhere plate backing as needed, mount and proof plates, clean and seal plates, record billing of time and materials on each job as required.
2. Prepare and inspect mounted plates prior to printing.
3. Adhere to all established quality and safety standards, work instructions, and standard operating procedures.
4. Communicate regularly with OEC facility leads to ensure customer needs are being met.
5. Perform equipment maintenance as needed or as established by operating procedures.
6. Develop and increase production capacity and efficiency within the department by sharing knowledge and production methods on equipment usage.
7. Provide accurate monthly inventory counts; specify reorder items and amounts on inventory sheet at month-end.
8. 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
- Basic Adobe Illustrator knowledge
- Demonstrates independent judgment
- High level of accuracy and attention to detail

Education and/or Experience:

High School diploma or equivalent is required; Associate Degree in related field preferred. Prior experience in printing/publishing is preferred.

Email application or resume to hr@oecgraphics.com. Kindly use subject line: Prepress Oshkosh 16-0106.

It is the policy of OEC Graphics, Inc that all persons, regardless of race, color, age, sex, creed, sexual orientation, national origin, pregnancy, or handicap, be judged solely on their qualifications in employment matters. That includes, but not limited to, recruitment, hiring, promotion, transfer, training, compensation, and termination.

EOE/M-F