

PRODUCTION SPECIALIST Position Overview

RiverCity Print and Imaging is a growing printing company that has been in business for over 30 years and is currently seeking a candidate to fill a Production Specialist position. This position requires experience in offset printing and bindery. Knowledge of digital presses and high speed copiers is also preferred.

Press operator duties include, but are not limited to:

- Operation of 2 color press
- Cleans and lubricates press and assigned equipment and performs other routine maintenance
- Reads and interprets job tickets.
- Organizes workflow to meet delivery schedule.
- Performs cleanup functions of press and other assigned equipment at the end of the day.
- Ability to lift heavy objects

Bindery duties include, but are not limited to:

- Ability to operate all bindery equipment.
- Performs general maintenance on bindery equipment
- Reads and interprets work orders.
- Performs necessary shut down functions on equipment at the end of the day.
- Wraps, boxes and/or packages material for delivery or shipment as required by the job ticket.
- Receives paper, supplies, materials and other goods from vendors and verifies their quantity and accuracy of shipment
- Inspects all goods to assure the highest quality consistent with the job ticket and other instructions of the customer.
- Ability to lift heavy objects

Digital press and high speed copier duties include:

- Knowledge of PC platform, including the ability to navigate through windows and folders
- Knowledge of different file types, specifically PDF
- Able to lift heavy objects

Starting salary: \$12.50 per hour

Benefits include:

- Group health insurance
- 2 weeks vacation per year
- 7 paid holidays
- 2 personal days per year
- Retirement plan
- Company Bonus Incentive

Please submit your resume via email to ashley@rcpionline.com, or by fax to 501-223-3166.
We are an equal opportunity employer.