



Digital Print Operator needed for company in Greenwood, MS is seeking applicants with good attitude, good communication skills, accuracy, and ability to multi-task. Professional with a polite demeanor and positive attitude. Previous experience working as a pressman highly recommended but not required.

Job Description:

A Digital Print Operator maintains and operates medium sized digital presses, a high volume press and large variety of bindery equipment. Specific duties include: maintaining and operating Digital High Speed Equipment; utilizing a personal computer to process jobs, download and manipulate customer files through a variety of applications including Microsoft Office, Publisher, Excel, Adobe Acrobat and InDesign.

Duties include, but are not limited to:

- Operate printing machine
- Run several presses with different size and color capacities
- Prepare machines for printing
- Be able to lift 50 lbs
- Ensure that paper and ink meet specifications
- Monitor press operation and keep trays well stocked
- Correct paper tears or jams
- Make quick corrections to avoid expensive losses of paper and ink
- Search for and correct problems
- Set up, monitor and adjust the printing process on a control panel or computer monitor
- Perform preventative maintenance
- Transfer files, blend colors and proof images using digital presses
- Mail merge files using variable data

Salary: Determined by experience

Benefits: Medical, 401(k), 2 weeks paid vacation, paid company approved holidays (after 6 months)

Job Type: Full Time, Monday-Friday, 8AM – 4:30PM
(2 – 15 minute breaks and 30 minute lunch)

Minimum Qualifications Required:

Any combination of training, education and experience equivalent to good (1 – 3 years) experience in the operation of digital high speed presses, offset press and/or bindery equipment.

Proficient in Word, Excel, Publisher, Adobe Acrobat and InDesign

Preferred/Desirable Qualifications:

Graduation from high school or GED preferred.

Communication:

Communicates with management and coworkers in order to follow instructions, effectively complete work assignments and establish and maintain effective working relationships.

MUST BE: dependable, people oriented, easily trained, polite, strong organizational skills

References: 3 preferred

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