Job Title: Print Shop Supervisor

Company Overview:

We are a well-established print shop known for delivering high-quality printing and customization services to our diverse clientele. As a Print Shop Supervisor, you will lead and oversee the print production team to ensure smooth operations, efficient workflows, and exceptional print outputs. Your leadership, technical expertise, and organizational skills will be instrumental in maintaining the shop's reputation for excellence.

Job Summary:

As the Print Shop Supervisor, your primary responsibility is to manage the daily operations of the print shop and lead the production team to achieve production targets, meet customer requirements, and maintain the highest standards of quality. You will coordinate with various departments, oversee printing projects, and ensure that all aspects of the print shop are running efficiently and effectively.

Responsibilities:

1. Team Leadership: Lead and motivate the print production team, providing guidance, training, and support to ensure each team member performs optimally.

2. Production Coordination: Plan and organize the print production schedule, ensuring timely completion of orders while maintaining quality standards.

3. Quality Control: Oversee quality control measures to ensure that printed materials meet customer specifications and are free from defects.

4. Machine Maintenance: Coordinate with maintenance staff to ensure printing equipment is well-maintained and operating smoothly.

5. Inventory Management: Monitor inventory levels of printing materials and supplies, coordinating with procurement to ensure adequate stock levels.

6. Customer Interaction: Interact with clients, addressing inquiries, providing estimates, and managing customer expectations regarding production timelines and print outputs.

7. Troubleshooting: Identify and resolve issues related to print production, coordinating with the relevant teams to find solutions promptly.

8. Safety Compliance: Ensure all safety guidelines and protocols are followed, creating a safe and secure work environment for all employees.

9. Process Improvement: Continuously evaluate and enhance production processes to increase efficiency and reduce waste.

10. Performance Monitoring: Monitor key performance indicators (KPIs) to assess team productivity and identify areas for improvement.

11. Training and Development: Conduct training sessions to improve the team's skills and knowledge, ensuring they stay updated with the latest printing technologies and techniques.

Requirements:

1. Printing Industry Experience: Proven experience in the printing industry, with a strong understanding of print processes and equipment.

2. Leadership Skills: Demonstrated ability to lead and supervise a diverse production team effectively.

3. Technical Expertise: In-depth knowledge of various printing methods, file preparation, and color management.

4. Organizational Skills: Strong organizational skills to manage production schedules, prioritize tasks, and meet deadlines.

5. Communication: Excellent communication and interpersonal skills to interact with team members, clients, and other stakeholders.

6. Problem-Solving: Ability to troubleshoot and resolve issues related to print production, operations, and equipment.

7. Adaptability: Willingness to adapt to changing priorities and work effectively in a fast-paced environment.

8. Safety Consciousness: Strong commitment to workplace safety and ensuring all safety guidelines are followed.

Join our print shop as a Print Shop Supervisor, and lead our dedicated production team to deliver outstanding print services and exceed customer expectations. Your expertise and leadership will be vital in maintaining our reputation for excellence in the printing industry.