1. Multi-tasked to keep all assigned projects running effectively and efficiently.
2. Operated press to achieve highest print quality and productivity with minimal scrap.
3. Reviewed completed orders for quality and accuracy.
4. Loaded and positioned raw materials in loading and feeding mechanisms.
5. Logged, trafficked and updated projects in job management software.
6. Promptly removed completed loads from press.
7. Inspected printed products for clarity, color accuracy, and conformance to provided specifications.
8. Installed plates and wash blankets and verified copy checks, correct ink, scores, and barcodes.
9. Moved materials and fixtures such as paperboard rolls, dies and repeats using pallet jacks, hand carts, and forklifts.
10. Oversaw feeding, printing and delivery process of press machines to maintain specified levels of operation.
11. Checked completed work to identify flaws and sort items by grade.
12. Reviewed work orders to determine materials needs, where to make cuts and how to complete high-quality products in line with specifications.
13. Removed excess materials during and after runs and collected for reuse or put into removal bins.
14. Collected, aligned, cut and slit [Type] materials.
15. Kept equipment clean, repaired and lubricated to maximize performance.
16. Used equipment such as overhead cranes and forklifts to safely transport materials and finished products.
17. Achieved challenging production goals on consistent basis by optimizing machine operation.
18. Made timely adjustments to machine operations and components to meet demands of different production orders.
19. Used gauges, calipers and other devices to take measurements and identify problems.
20. Followed company policies and OSHA requirements to maintain work safety.