

April 2024

### **Position Description**

**JOB TITLE:** GOEX Press Operator

**REPORTS TO:** Print Production Manager

**SUMMARY:** Comprehensive operation of assigned printing presses

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Starts machines and performs trial runs to verify the accuracy of machine setups.
- Printing responsibilities including order accuracy, high-quality printing, quality checks, curing, and order preparation.
- Performs routine adjustments during the press run maintaining consistency & quality throughout.
- Assists with post-press and provides additional quality control.
- Maintain an understanding of ongoing programs to create consistency and exceed client expectations.
- Complete jobs as scheduled daily and update in system per standard processes.
- Tape and prep screens as needed.
- Assist in press maintenance.
- Performs other duties as assigned.

#### **KEY SUCCESS INDICATORS/ATTRIBUTES:**

- Experience running Ryonet presses and shop equipment a plus.
- Thorough understanding of all aspects of screen-printing.
- Strong attention to detail.
- Diligent and able to complete tasks in a timely manner.
- Excellent interpersonal skills and exhibits confidence in interacting with others.
- Maintains courteous, professional, and effective relationships with associates at all levels of the organization.
- Acts in the best interest of the team, organization and vision versus self.
- Is able to adapt quickly to change and is continuously looking for opportunities to improve efficiency and quality.
- Possess strong time management and organizational skills.
- Has a commitment to excellence.
- Accepts responsibility for actions, projects, and results.
- Asks questions when doesn't know and can't find the right answer.
- Commitment and adherence to GOEX mission and values.