



# Poor Richard's Press

SINCE 1947

---

## Job Description: Poor Richard's Press

### Shipping Specialist & Bindery Operator- San Luis Obispo, CA

Full-time position

To apply, go to [www.prpco.com/job-opportunities/](http://www.prpco.com/job-opportunities/)

No experience, no problem. We are willing to train the right person. If you possess mechanical or electrical aptitude, and want to learn a fun and technologically advanced industry, apply today.

#### Job Summary:

Poor Richard's Press is seeking a highly motivated and reliable individual able to work on a full-time basis. Dependent on performance, availability, and desire this role can evolve into a much larger role within the company.

*Shipping Specialist & Bindery Operator* manages the shipment and receipt of all products, materials, and supplies in accordance with company standards and procedures. The individual will work in collaboration with the production supervisor and customer service representatives to ensure all jobs are shipped/received accurately and on time. The individual will also be required to assist in miscellaneous hand bindery, local deliveries and perform other duties designated by the production supervisor/general manager.

**Estimated Hourly Wage:** \$17.50 - \$25.00, depending on experience

#### Production Specialist & Bindery Operator Responsibilities & Duties:

- Coordinate with the Production Supervisor to prioritize jobs, and when necessary, reorganize to meet deadline changes and updates.
- Comply with all OSHA safety requirements.
- Follow systems and procedures outlined in company manual.
- Ensure that all packaging conforms to company procedures.
- Review and perform quality checks on all products to verify accuracy to job ticket.
- Enter jobs to be shipped into the UPS and company shipping software.
- Maintains a clean/organized working area.
- Engages with vendors, drivers, clients and staff with a positive attitude.
- Perform local deliveries.
- Provides additional backup in the bindery department.
- Occasional direct-to-client interaction while assisting in loading jobs into vehicles.



# Poor Richard's Press

SINCE 1947

---

## **Production Specialist & Bindery Operator Qualifications/Skills:**

- Basic navigation of computers and software.
- Basic Mathematical skills.
- Frequent lifting of objects up to 50 lbs.
- Strong sense of organization and urgency.
- Positive attitude and a team player
- Strong written and verbal communication skills.
- Able to work independently and within a team environment.
- Forklift training or the ability to be trained.
- Basic understanding and interest in mechanical processes.
- Able to drive company vehicle and eligible for company insurance.

## **Working Conditions**

- Must be able to stand for a prolonged period (4 hours).
- Frequent lifting of objects up to 50 lbs.
- Noise level is usually moderate to loud.

## **Education & Experience Requirements:**

- High School diploma, GED or equivalent.
- Forklift certification within 90 days of job entry date.
- Driver's license and good drivers license

## **Additional Duties:**

*This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.*