

# DELIVERY PERSON/BINDERY HELPER

## Job Description

Finishing and packaging of printed goods prior to being delivered to customer. Pick up and deliver proofs & finished jobs to end users and daily trips with large mailing jobs to the post office, Perform shop cleaning and misc. shop & bindery duties.

## Essential Duties and Responsibilities

1. Perform the following duties to prepare printed job for final inspection and delivery to customer: Drilling, padding, scoring, shrink wrapping, final packaging, labeling or working with other equipment.
2. Follow information on job ticket. Report to Production Manager any problems or changes in following the job ticket.
3. Performs quality inspection on finished products to ensure customer satisfaction.
4. Pick up and deliver finished jobs (may involve heavy lifting, have the appropriate delivery tools), Outsource jobs, COD checks, and proofs from customers. Obtain customer signature on delivery receipt
5. Make notes on customer questions, comments, suggestions or complaints. Pass information to CSR.
6. Gives out scratch pads and candy per marketing and CSR requests.
7. Maintain delivery schedule on daily basis.
8. Run other errands, pick up supplies for the office and other departments.
9. Perform basic maintenance on delivery vehicle, cleaning when necessary.
10. Responsible for all recycling products, cardboard, aluminum cans and plates, paper and disposal of ink
11. Weekly sweeping of production floors.
12. Daily trash pick up from all departments and in shop.
13. Maintain supplies used and keep in supply room
14. Pick up errant paper and trash outside building and around trash enclosure, stack pallets for recycling,
15. Clean and maintain production area and warehouse.
16. Must maintain a presentable appearance to our customers.

## Equipment Responsibilities

Delivery vehicles – keep track of oil changes, tire rotation, new tires, general maintenance, and cleaning. Notify Production Manager of mechanical problems. Keep forklift charges and maintained.

## Additional non-related duties

1. Assist in other “odd jobs” at API-marketing when not needed for deliveries.
2. Assist in mailing operations and banding when needed.
3. Advise management on any ideas or observations that will make us more efficient or profitable.
4. Keep paper towel dispensers, toilet tissue replenished.
5. Assist UPS with large pick-ups.
6. Assist wide format department with banner finishing.

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