



frgraphicsolutions.com

6540 Singletree Dr.
Columbus, OH 43229

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Job Title **Production Associate**
Department **Bindery/Digital Pressroom/Mailing/Fulfillment**
Location **Columbus, OH**

Fraga Graphic Solutions, LLC is a provider of customized printing and marketing campaigns designed to drive business results for its customers. We have an immediate opening for a highly motivated, results-oriented individual to join our team. The successful candidate will have the unique opportunity to learn and perform duties in the areas of bindery, digital operation, mailing and fulfillment.

Duties and Responsibilities

The Production Associate, will be responsible for performing functions by both manual and mechanical means ensuring superior quality and on time delivery of client projects.

Functional Duties:

- Perform pre- and final production steps for all items produced including, but not limited to, digital printing, ink-jetting, folding, trimming, shrink wrapping, drilling, padding, scoring, perforating, inserting, labeling, boxing and shipping
- Coordinate print production and mailing projects by following job instructions
- Manage output of digital presses, including calibration and troubleshooting, while maintaining quality and color consistency
- Quickly troubleshoot and solve mechanical problems and make adjustments
- Accurately document counts, production times
- Prepare color proofs for customer review
- Assist in setup and operation of offset production equipment
- Manage inventory and ordering of production supplies
- Perform quality control inspections of all finished products
- Output plates using CTP system and perform quality checks before release to manufacturing Assist in production as needed
- Other duties as assigned

Minimum Qualifications

- High School Diploma or GED equivalent
- Ability to work effectively and efficiently in a fast paced environment to meet goals
- High mechanical aptitude (operating and troubleshooting issues)
- Ability to multi-task and quickly modify plans as requirements change
- Must be dependable; have the ability to work overtime with little or no notice
- Ability to work with minimal supervision, meet deadlines and operate within production guidelines
- Ability to effectively communicate and interpret a variety of instructions furnished in written or verbal format



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- Ability to differentiate between colors and pass a color test
- Ability to meet ergonomic and physical requirements which include lifting (up to 35 lbs.), bending/stooping and standing

Preferred Qualifications

- Experience in a commercial and/or digital print environment preferred
- Experience operating bindery or mailing equipment preferred

Application Instructions

To apply for this opportunity via email, send resume and cover letter, including salary requirements, to gfraga@frgraphicsolutions.com

We offer a competitive compensation package, as well as opportunities for growth and advancement.

Fraga Graphic Solutions, LLC is an Equal Opportunity Employer that values diversity, and, as such, provides equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status.