

Job Title: Print Associate

Reports to: Production Lead

FLSA Status: Non-exempt

Summary of duties and responsibilities: To operate in a pleasant, professional, and efficient manner the Printing Department of Medalcraft Mint. Proactively monitor the schedule and communicate closely with the Production Lead daily on workload and prioritization of jobs. Work with other team members to make sure that quality product is received, and quality product is completed on time. Adhere to Medalcraft's company goals and values by performing duties in a manner that is consistent with being a team player with a good attitude, supporting the continued growth of the company.

1. Monitor the schedule proactively to plan for prioritization of workload based on quantity, run time and event dates with the Production Lead.
2. Trouble shoot any potential problems, and work with the Production Lead for a solution.
3. Work independently to maximize machine optimization and improve efficiencies.
4. Print out the paperwork daily for all jobs to be completed and be prepared to log amount of time spent on each job, in addition to the quantity received and the quantity completed.
5. Read the paperwork completely to fully understand the expectations of the order, asking questions as necessary. Verify the product received matches what the paperwork reads.
6. Locate and gather all the materials necessary for the job (metal plates, coins, medallions, etc) and set up the machine accordingly. This includes finding the proper art on the server and loading it to the printing machine, in addition to the material to print on.
7. Before running the entire job, a test run must be done to ensure quality. Any discrepancies must be addressed and fixed either independently or with the help of a co-worker.
8. While job is being ran, machine will still need to be monitored occasionally. In addition, while being ran-the prep work should be in process for the next job to keep the machine running optimally.
9. Upon run completion, again inspect coins for proper quality.
10. If the order requires a process called Doming, that must be done. Doming is a clear epoxy that is dispensed via a syringe and needle to the printed portion. Once the epoxy is dispensed, the product needs to be ran through a UV light to cure.
11. Once that is complete, load the product back into the bin and deliver to the next department. This is typically Assembly or the Woodworking/Placque area.
12. Update the schedule for quantity received and completed, marking complete in the Print Department.
13. Perform weekly maintenance and cleaning to the printer.
14. Maintain records and documentation related to standard operating procedures, or SOP's.
15. Follow all OSHA rules and Company Policies and Procedures.
16. Continuously work towards cost-savings and process improvements.
17. Keep work area and equipment clean and organized.
18. Other duties as assigned by management.

Education, prior work experience and specialized skills: Completion of a High School degree not required, but strongly desired. Preferably three to five years' experience in print and manufacturing strongly desired. An attention to quality, detail, and an appreciation of deadlines is essential. In addition, and understanding of Adobe Illustrator very helpful. Lastly, this person will need to be able to work independently, with little to no supervision.

Physical environment/working conditions: This position is in a manufacturing environment, and exposed to elements as such. It will require standing for longer periods of time while running the machine. In addition to sitting when working on the computer or doming. Minimal lifting is involved, 10-20 lbs performed intermittently throughout the day.

Equipment/Machinery Used: Use of company software and equipment (computer, phone, etc). The printer is a Mimaki. Other equipment includes metal trays, coins, medals, medallions. Doming involves a clear epoxy poured into a needle-tipped syringe, a PSI controlled pump to dispense the epoxy and then a UV-curator to dry.

Other: This position is in a fast-paced environment, with a strong attention to quality. A positive, can-do attitude is imperative.

Signed: _____

Date: _____

Management: _____

Date: _____