VACANCY NOTICE

August 16, 2021

MACHINE OPERATOR
Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: August 30, 2021

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Internal Candidates should submit resume and application materials by using the following link: Internal Apply Here and External Apply Here.

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Print Shop Supervisor, Director of Program Development and Executive Director.

POSITION DESCRIPTION: Produces printed materials for the IEA-NEA.

RESPONSIBILITIES:

1. Operates all printing and production equipment, including but not limited to presses, production copiers, and bindery equipment, in a manner to facilitate quality production.
2. Manages digital layout of materials for transmission to production copiers.
3. Checks print materials for clarity, accuracy, quality, finishing and other production factors.
4. Performs minor cleaning and maintenance of work area and equipment.
5. Maintains basic records such as paper inventory, bindery inventory, and printing supplies, notifying the Print Shop Supervisor of necessary supply orders.
6. Receives, organizes, and stocks print shop supplies.
7. Utilizes FusionPro software, or similar IEA purchased software, to generate variable data mailings.
8. Assists the Print Shop Supervisor in the preparation of accounts payable vouchers.
9. Acquires an understanding of the structure, operation and function of the IEA-NEA.
10. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
11. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
12. Performs other appropriate duties as directed by assigned administrative and management staff.
QUALIFICATIONS:
- High school diploma, minimum; advanced vocational training or college, desirable;
- Previous printing experience required;
- Average ability in spelling and math skills;
- Capable of efficiently utilizing office procedures;
- Ability to work independently;
- Knowledge of Microsoft Suite packages or other similar computer experience or training required;
- Familiar with FusionPro or other variable data software, desirable;
- Valid driver’s license.

SALARY AND BENEFITS: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

A N E Q U A L  O P P O R T U N I T Y  E M P L O Y E R