

Book Bindery Manager

Job Description:

The position of Book Bindery Manager will be responsible for all day to day aspects of bookbinding production

Position Type: Full Time. Mon – Fri 8:30 AM – 5:30 PM

Reports to:

DODOcase Operations Management

Primary day to day duties include but are not limited to:

- Be artistic
- Create an awesome and fun working environment
- Estimation and calculation of material inventory
- Purchasing and price negotiation to maintain COG goals
- Manage build out of DODOcase Bookbinding operations
 - Position all machinery
 - Optimize placement for maximum production flow
- Implement bookbinding quality metrics to monitor ongoing quality of the product
- Monitor production quality to maintain highest standards
- Learn operation and maintenance of all Bookbinding equipment
- Manage production bookbinding staff recruitment, training and day to day operations
- Manage daily production of 'stock' DODOcases
- Manage custom DODOcase production
- Train DODOcase team in bookbinding techniques and traditions to further the art form
- Be the internal champion of the book arts
- Generate creative product concepts
- Maintain a safe and efficient work environment in the bookbindery
- Perform daily maintenance and cleaning of all bindery equipment including oiling, cleaning adjusting and configuring or presses and

other components.

Secondary Duties:

- Help DODOcase Marketing with tours and demonstrations of bookbinding art
- Work with operations team to manage inventory levels of WIP and finished goods
- Hold bookbinding and craft workshops on occasion

Skills required

- Have an extensive bookbinding background
- Be able to work with MS excel and other office products
- Must have a clean drivers license
- Be friendly personable and able to work with teams of varying ability and skill levels
- Enjoy working in a fast moving and flexible startup environment
- Be business orientated and understand how the bookbinding are can directly impact DODOcase sales

Contact: hire@dodocase.com