

## **Book Bindery Production Assistant**

### **Job Description:**

Assist with the production of all DODOcase Book Bindery components

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

### **Reports to:**

DODOcase Book Bindery Manager

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

- Working in the production environment creating the high quality case covers that DODOcase is famous for
- Using various book binding and foil stamping tools including glue machines, laminators, foil press, Kluge Press and other hand tools as necessary
- Moving and lifting boxes of raw materials and work in progress
- Cleaning and final quality inspection of all components
- Monitor and report on raw material inventory levels and track production output
- Perform daily maintenance and cleaning of all bindery equipment including oiling, cleaning adjusting and configuring or presses and other components.

### **Skills required**

- Have a keen eye for details and be detail oriented
- Have an extensive bookbinding background
- Be able to work with MS excel and other MS 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 able to lift boxes of raw materials and finished product weighing up to 30 lbs
- Be comfortable working on your feet for long period

Contact: [hire@dotocase.com](mailto:hire@dotocase.com)