



datelinedigital.com
907-206-4174

About Date Line

Date Line Digital Printing is an award-winning company operated by remarkably fun people who love helping businesses and non-profit organizations thrive every single day.



I love that we are all committed to finding creative and collaborative solutions. Everyone has a voice and is empowered to use their best judgement in service of the customer.

Amanda Dunn
Production Coordinator

Production Technician

40 hours per week, 8:15am - 5:15pm, Monday - Friday
\$15/hour

Role Summary

The Production Technician ensures customer work is completed in a timely and accurate fashion by operating printers and bindery equipment, assisting customers via email, on the phone, and in-person, and working closely to align priorities with the Production Coordinator.

Duties

- Producing work for clients using high-speed printers and bindery equipment.
- Supporting the Customer Care Coordinator by downloading jobs, assisting customers, invoicing orders as needed.
- Ensure equipment is ready for use by placing service calls with vendors and/or performing basic maintenance and cleaning.
- Communicating with customers via e-mail, over the phone, and in-person to ensure we have the accurate and complete details necessary to produce their work.
- Shelving supplies.
- Making deliveries.

Essential Skills

- The focus necessary to thrive in spite of repeated interruptions.
- The ability to collaborate with a variety of personalities.
- Strong organizational and time management skills.
- The patience and resilience to adapt quickly when deadlines change or equipment is uncooperative.
- The ability to lift 50 pounds