

Employment Opportunity

BHFX, LLC
80 W. Seegers Road
Arlington, Heights, IL 60005
Contact: Steve Coyle, General Manager
Phone: 847-593-3161 ext. 221
Fax: 847-593-3079
e-mail: steve.coyle@bhfx.net

Position:	Production Assistant
Overview:	Evaluates incoming print orders to determine best production method and shortest turnaround time. Produces highest quality images on state of art large format digital printing equipment. Must become proficient in plot submission and on-line plan room software. Perform all bindery functions, packaging, labeling and shipping tasks. Interact with customers on a daily basis.
Skill Requirements:	<ul style="list-style-type: none">➤ Pleasant demeanor.➤ Attention to detail.➤ Aptitude for learning software.➤ Ability to work within tight deadlines.
Responsibilities:	<ul style="list-style-type: none">➤ Evaluate in-coming orders.➤ Plan production to meet customer delivery time and quality expectations.➤ Assist "Walk-In" customers as needed.➤ Perform all production operations in accordance with customer request and company standards.➤ Maintain quality expectation of "zero defects".➤ Perform key operator maintenance functions.➤ Work area housekeeping.➤ Assist in other production areas as requested.
Physical:	<ul style="list-style-type: none">➤ Able to lift and carry up to 50 pounds frequently and 10 pounds constantly.➤ Bend, stoop, twist and kneel as needed to operate equipment.
Personal:	<ul style="list-style-type: none">➤ Quality oriented individual.➤ Attentive to detail➤ Sense of urgency. Desire to meet customer requested turnaround times.➤ Able to work fast paced, high-pressure operation.➤ Willing to work reasonable overtime when needed to meet customer demands and copy center goals.
Environment:	Work inside in a well maintained and environmentally controlled copy center.
Medical:	Eligible after 90 days of employment.
401K:	Eligible after 1 year.
Vacation:	7 Days after 1 year of employment.