



ONSITE MANAGEMENT GROUP

Job Title: Copy Center Clerk I

Location:

FLSA Status: Non-exempt

EEO Classification: Adm. Support

Reports to: Account Manager

Employee Type: Full-time

Prepared by: Human Resources

Date Prepared: May 16, 2012

OMG, LLC is a first class, service oriented organization that delivers value and excellence to our customers while enhancing the community. As such, we strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and a Strong work ethic. Our reputation for the highest level of quality and service rests 100% on the efforts of our employees. In order to continue our growth and success, we must constantly look to add high-caliber individuals to our team.

Summary:

Under the supervision of the Print/Copy Manager, the Copy Center Clerk is responsible for operating various copy, binding and office equipment. The copy clerk will be responsible for producing projects in a timely and proficient manner, ensuring quality and client specifications. The employee will become knowledgeable of all equipment on site, properly utilizing this equipment to its fullest potential and engage in a continuous improvement mode, meeting, and exceeding the company standards of production and quality.

Essential Duties and Responsibilities:

1. Responsible to operate all copy, binding and various production equipment.
2. Ensure quality production of projects.
3. Will have a working knowledge of production methods and ensure proper information exchange with existing and prospective clients.
4. Must strive to meet and exceed customer expectations.
5. Maintain production paperwork on a daily basis.
6. Interact and speak knowledgeably about OMG production functions and communicate information to manager and clients.
7. Responsible for workflow methods and priorities.
8. Other duties as assigned by supervisor.

Qualifications:

- High School Diploma or equivalent
- Knowledge of production environment.
- Must possess strong organizational skills.
- Sound judgment.
- Ability to communicate effectively with co-workers.
- Working knowledge of copy and print equipment, procedures, and instructions.
- Ability to read and understand written and oral instructions.
- Ability to organize tasks and times to ensure timely completion of all projects.
- Working knowledge of Microsoft Word, Excel, Outlook and PowerPoint



ONSITE MANAGEMENT GROUP

Physical Demands

- Fine and/or gross motor skills, including the ability to grasp, lift and/or carry or otherwise move packages on a standard wheeled cart with a load capacity of 100lbs.
- Ability to walk, bend, kneel, stand, and/or sit for an extended period of time
- Manual dexterity required for operating office machinery (phone, copy machines, binding equipment, etc)
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to lift approximately 50lbs. on a regular basis.

OMG, LLC reserves the right to revise and alter this job description as needed.

Approved: _____

Date: _____

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature: _____

Date: _____