

Job Description

Carroll University
Duplication
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- This person will assist the duplication supervisor with the day to day operations of the duplication center. They will process duplication orders (other than exams or confidential materials) for administrative and academic departments along with student orgs. and outside clients

Duties & Responsibilities:

- Printing of materials
- Finishing of materials (binding, gluing, stapling,)
- Billing of jobs
- Prepare jobs for delivery to campus
- They will need to input data for tracking purposes and reports.
- They need to answer the phone in a polite and professional manner and take detailed notes.
- They will monitor the inventory of ink, paper, and supplies needed for the jobs above.
- This person will be trained on various machines to accomplish the above duties.
 - A high speed black and white, and color copier
 - A high speed Riso machine
 - Folding machine
 - A coil and comb bindery system

Job Qualifications:

- Knowledge of Excel
- Need to be organized and detail oriented.
- Must be precise and neat when recording information.
- Comfortable around Machinery
- Good attendance a must
- A car for transportation to Sentry Dr. is a plus but not mandatory

Supervisor:

- **Char Richards**
262-524-6891