

CONTAINER GRAPHICS CORPORATION  
JOB DESCRIPTION AND SPECIFICATION

**TITLE:** Corporate Printing Plate Product Manager

**WRITTEN BY:** Scott Bowen

**FLSA STATUS:** Exempt

***POSITION SUMMARY***

The Corporate Printing Plate Product Manager reports to the Vice President Manufacturing and Engineering. Primary responsibilities include establishing, maintaining, and ensuring compliance to CGC Standard Operating Procedures for Printing Plate Prepress and Flexo Plate Making. This is accomplished by maintaining a thorough understanding of customer requirements/expectations and their production equipment/process as well as intimate knowledge of CGC's capabilities and processes in all locations.

***ESSENTIAL DUTIES***

1. Understand and adhere to the corporate policies and procedures as related to accounting, sales, manufacturing, human resources, and the Quality Management System.
2. Identify Best Practices for pre-press, printing plate design and production, and write Standard Operating Procedures accordingly. Publish these procedures and conduct compliance audits.
3. Identify, lead and/or support initiatives related to the Four Pillars of the CGC Operating Philosophy.
4. Mentor Production Team members to ensure they are fully competent in prepress and plate making procedures, customer start-ups, and problem solving activities.
5. Provide technical field support for CGC Sales Team, CGC Tech Team, and customers.
6. Identify the training needs of the Production Team members, provide appropriate training and coaching activities related to policies, procedures, safe practices, techniques, skills and performance standards of their positions as needed.
7. Support and advise Production Managers as needed.
8. Contribute to the performance appraisals for Printing Plate Production Managers in conjunction with their direct Manager.
9. Develop and maintain quality assurance systems for all printing plate operations across the corporation.
10. Insure the full and complete implementation of the corporate "Quality Management System" (QMS) as it relates to printing plate operations throughout the corporation.
11. Stay current with new and emerging technologies related to printing plate production and applications.
12. Assist press-side when needed.
13. Maintain a positive attitude and professional image at all times.

***POSITION SPECIFICATION*****I. Knowledge Required:**

The Corporate Printing Plate Product Manager must know the entire CGC printing plate product line and how to specify products to achieve the customer's desired goals. The individual must know how to plan, organize, train, direct and control activities to support the customer needs. This knowledge is typically gained through formal education, on the job training, previous production and management experience, attending seminars, professional memberships, or reading industry and trade journals. Satisfactory completion of a college degree with related work experience or knowledge gained from years of experience is required.

**II. Skill Required:**

- A. Ability to lead by example, using honesty, integrity and sincerity. Must communicate well verbally, in written word and electronically. Must be respected and accepted as a leader by all employees as well as earn the confidence of their peers. This requires the individual be able to interact and communicate with all levels of internal decision makers and with customer and supplier representatives.
- B. Knowledge of liquid and sheet (analog and digital) flexo plate making processes, materials, equipment and prepress software for the corrugated industry.
- C. Knowledge of corrugated flexo printing processes, equipment and materials.
- D. Consensus building with individuals from various disciplines and levels of responsibilities.
- E. Ability to detect errors, conduct Root Cause Investigations, and implement appropriate corrective actions to prevent reoccurrence of errors.
- F. Process auditing of individuals for compliance to SOPs and coach/motivate those individuals in order that they can successfully comply with SOPs.
- G. Ability to collect, record and analyze data such as material costs, labor hours, productivity measures, errors, and standard values.
- H. Recognize problems which interfere with the objectives as stated above, and negotiate effectively with people to resolve the problems.
- I. Exercise good judgment and decision making when compared with the objectives as stated above.
- J. Maintain emotional control under stress and present a professional image and behavior while on the job.
- K. Organization skills to conduct seminars/training for company personnel and customers.
- L. Proficiency in Microsoft applications (Excel, Word, Outlook).

**III. Effort Required:**

- A. Physical effort is required in walking, standing, inspecting, speaking, lifting up to 45 lbs, reaching, pulling and pushing for durations up to 8 hours per day.
- B. Effort required to follow through on a production schedule, overcome and solve staffing problems, errors, miscommunication on orders, employee relations issues and customer relation issues.