



e@volve

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TIPS OF THE MONTH

A mistake proves that someone stopped talking long enough to do something.

~ Phoenix Flame

The world has the habit of making room for the man whose words and actions show that he knows where he is going.

~ Napoleon Hill

Having talent is like having blue eyes. You don't admire a man for the color of his eyes. I admire a man for what he does with his talent.

~ Michael Caine

KNOWING OTHERS
IS INTELLIGENCE;
KNOWING
YOURSELF IS TRUE
WISDOM. MASTERING
OTHERS IS STRENGTH;
MASTERING YOURSELF
IS TRUE **POWER.**

~ Lao-Tzu



EXPECTATIONS OF SCREEN PROCESS

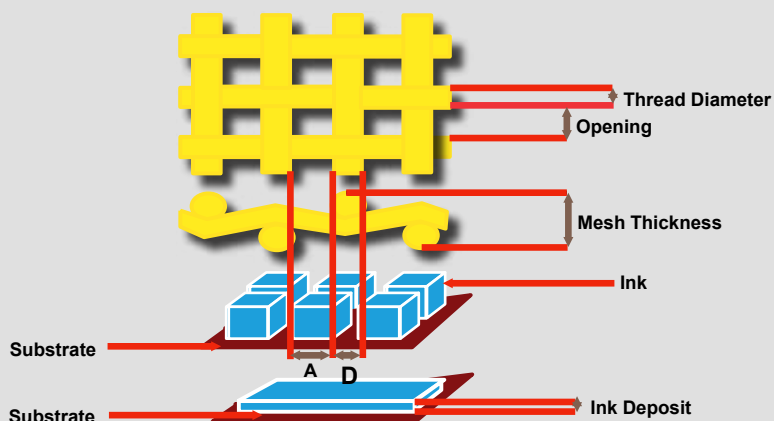
This is courtesy of Fujifilm Sericol. **Part 1**

- **FRAME:** Light in weight
Dimensional stability
Long Life
- **MESH:** Standard ink deposit
Long Life
- **STENCIL:** Appropriate physical/chemical resistance
Required image reproduction
Easy to process
- **INK:** Easy to print
Acceptable drying system
Resistance properties
Standard product

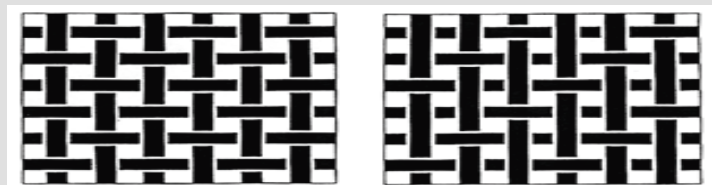
MESH CHARACTERISTICS

Weave/Manufacture	Warp and Weft
Thread Composition	Nylon, Steel, Polyester
Mesh Count	Treads per centimetre
Grade of Mesh	Old version = S, T or HD New version = Tread diameter
Colour	White, Orange / Yellow
Weave	Plain 1/1, Twill 2/1, Twill 2/2

INFLUENCE OF MESH ON INK DEPOSIT



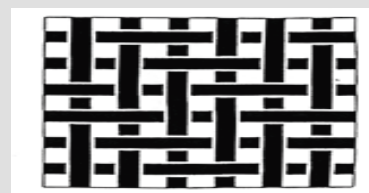
MESH WEAVES



Plain Weave

Twill Weave

2/1



Twill Weave

2/2

PRINT MANAGER JOB SUMMARY: ■

The Production Manager is responsible for day-to-day production within the print shop. Supervises, motivates, and supports the staff daily, applying a team approach and maintaining open communication. The Production Manager plans, schedules, strategize, and oversee all production activities while continually building sales and maintaining profitability. The Production Manager performs essential functions to ensure overall customer satisfaction and quality service, and establishes and maintains effective communication with employees and clients. The Production Manager is responsible for the effective and efficient planning and scheduling of personnel and equipment to reduce bottlenecks and problems. As the Production Manager and the leader of the Production Team, you are accountable for meeting the department production and quality goals, as well as playing a key role in meeting the company wide profitability and customer satisfaction goals: • Guarantee satisfaction and value for our customers. • Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth. • Maintain personal productivity and quality standards that make possible attractive financial returns so that the company may continue to provide our excellent service to our customers and ensure job security and career growth for our staff. • Maintain a positive department attitude and ensure that all employees under your supervision are aligned with the company goals. You and your team are responsible for supporting the company vision and mission. Because you will be in contact with current and prospective customers, and you are in a strong position to influence their satisfaction and our company prosperity, this position requires tact, sensitivity, and professionalism.

Responsibilities and Duties: General and Administrative • Maintain a professional appearance and demeanor that reflects the company's commitment to quality, continuous improvement and respect for individuals. • Supervise the Production Team to produce and prioritize jobs and, when necessary, reorganize to meet deadline changes and updates. • Comply with all OSHA safety requirements. • Communicate effectively with the General Manager/Owner, the Sales Team, and the Production Team, informing and updating them regularly to guaran-

tee that production, sales, and customer objectives are met. • Follow systems and procedures outlined in the company manuals.

Production Operations • Organize workflow according to workload to meet delivery schedule and to complete assigned jobs. • Maintain production control records and provide information to sales representatives, customers and management with regard to delivery dates, schedules and operating problems. • Schedule, plan and conduct Morning Production Meetings. • Schedule employee work hours. • Prepare, update, and communicate the production schedule. • Manage the coordination and control of all jobs/work orders. • Monitor quality, accuracy, and timeliness of all orders to ensure customer commitments are met through production of high quality material that meets customer delivery expectations. • Ensure the completion of all duties with a minimum of waste and abuse to equipment. • Ensure employee safety training is conducted as required by Company Policy. • Perform the functions of the General Manager/Owner in the General Manager/Owner's absence.

Job Description

The Production Manager is responsible for day-to-day production within the print shop. Supervises, motivates, and supports the staff daily, applying a team approach and maintaining open communication. The Production Manager plans, schedules, strategizes, and oversees all production activities while continually building sales and maintaining profitability. The Production Manager performs essential functions to ensure overall customer satisfaction and quality service, and establishes and maintains effective communication with employees and clients. The Production Manager is responsible for the effective and efficient planning and scheduling of personnel and equipment to reduce bottlenecks and problems. As the Production Manager and the leader of the Production Team, you are accountable for meeting the department production and quality goals, as well as playing a key role in meeting the companywide profitability and customer satisfaction goals: Guarantee satisfaction and value for our customers. •

Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth. • Maintain personal productivity and quality standards that make possible attractive financial returns so that the company may continue to • provide our excellent service to our customers and ensure job security and career growth for our staff.

Maintain a positive department attitude and ensure that all employees under your supervision are aligned with the company goals. • Desire and ability to successfully lead others. • You and your team are responsible for supporting the company vision and mission. Because you will be in contact with current and prospective customers, and you are in a strong position to influence their satisfaction and our company prosperity, this position requires tact, sensitivity, and professionalism.

Responsibilities and Duties:

General and Administrative

Maintain a professional appearance and demeanor that reflects the company's commitment to quality, continuous improvement and respect for individuals. •

Supervise the Production Team to produce and prioritize jobs and, when necessary, reorganize to meet deadline changes and updates. • Comply with all OSHA safety requirements. • Communicate effectively with the General Manager/Owner, the Sales Team, and the Production Team, informing and updating them regularly to • guarantee that production, sales, and customer objectives are met.

Follow systems and procedures outlined in the company manuals. Ensure Company policies & procedures are followed. • Meet all assigned goals and assist others in accomplishing their goals. •

Production Operations

Meet all customer commitments through the production of timely, efficient and high quality products and service. • Maintain Order Entry discipline. • Take possession of jobs. • Assures all work entered into production follows the order entry standards and procedures. • Approve exceptional or extraordinary jobs and specifications. • Update and maintain production schedule. • Assist with estimating. • Assures the pricing accuracy of all job tickets. • Organize workflow according to workload to meet delivery schedule and to complete assigned jobs. • Maintain production control records and provide information to sales representatives, customers and management with regard to delivery • dates, schedules and operating problems.

Develop, manage and maintain an automated workflow system that interfaces order entry, prepress, and digital and print production. • Coordinate and maintain the order

entry standards and procedures for the company. •

Coordinate and schedule for prepress/digital training relating to the digital standards and procedures. •

Schedule, plan and conduct Morning Production Meetings. •

Prepare, update, and communicate the production schedule. •

Oversee all staff scheduling, time off requests and overtime. •

Manage the coordination and control of all jobs/work orders. •

Monitor quality, accuracy, and timeliness of all orders to ensure customer commitments are met through production of high quality material that • meets customer delivery expectations.

Assures all staff has the resources, software applications and information to perform their function. •

Assures company website is up to date with necessary current information for the customer. •

Ensure the completion of all duties with a minimum of waste and abuse to equipment. •

Ensure employee safety training is conducted as required by Company Policy. •

Perform the functions of the General Manager/Owner in the General Manager/Owner's absence. •

Production Personnel

Initiate hiring when needed to cope with expanding workload or for replacement of substandard employees. •

Provide a positive, motivating example for employees. •

Conduct training or authorize training of production employees. •

Conduct formal performance reviews per company policy. •

Initiate disciplinary measures according to company policy when needed and dismiss production employees when all corrective attempts have failed. •

Financial Control

Take all necessary actions to manage production costs and improve profitability. •

Ensure inventories are conducted and accurate records are maintained. •

Advise owner on capital improvements needed to increase company productivity. •

Evaluate production equipment purchases/leases and conduct cost/benefit analyses. •

Equipment and Supplies

Schedule, delegate, and ensure performance of all equipment maintenance following maintenance procedures. Maintain maintenance logs. •

Assure a • backup of all work in progress and archived completed work is done in a timely manner

Coordinate and manage all inventory supplies to ensure

minimum waste and spoilage.
Receive and purchase materials.
Ensure that inventories are conducted per company policy and accurate records are maintained.
Inform the General Manager/Owner of equipment and production problems.
Maintain a safe work environment and ensure the maintenance and upkeep of the physical location.
Ensure preventative maintenance of all production equipment and company vehicles.

Qualifications:

High school diploma or GED with experience or vocational/technical certification.
Minimum 3 years supervisory experience of 3 or more employees.
Excellent verbal and written communication skills.
Good general computer operation skills and basic knowledge of word processing and spreadsheet software.
Good mathematical skills.
Able to apply written instructions to machine set-up and maintenance.
Excellent interpersonal skills.
Familiarity with team building techniques.
Excellent knowledge of all facets of print production: press, bindery, and graphics.
Have a working knowledge of operations including an automated workflow system for both digital and press production.
Ability to perform all production functions when necessary.
Meets or exceeds test requirements as established by the Owner/General Manager.

Additional Duties:

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.

Sales Question:

What's the

BEST

Sales Advice

You've Ever

Received



Answer:

The best sales advice I've ever received is:

"Learn from those who've already accomplished what it is that you are after"

One of my first sales jobs, I was hired along with 15 or so other "sales reps" that all had various lengths of experience. Several of them were "in the game" for a long time and others were brand new, just like me.

During orientation, the company brought in some of their top sales performers to share their knowledge on what to do to be successful at this particular job / company.

It didn't take long before a couple of those who were in my group to start denouncing or challenging the sales advice of those who were already at the top (ironically, those with the "most experience" in my group seemed to usually be the ones who complained the most and said the top performers advice was all wrong)

Before you knew it, those "naysayers" were looking for another job, and spewing excuses and placing blame everywhere but themselves while on their way out the door.

WE ALL HAVE TWO CHOICES

When sales don't happen fast enough, it gets real easy to start making excuses. And that's a road to disaster.

We all have two choices:

1. Take ownership and do what it takes to become successful. Or...
2. Blame the leads, the manager, the company, the economy etc.

When we are unwilling to make excuses or place blame we have taken a powerful and necessary step to defining and achieving our success. Do the opposite and you get the alternative results as well.

Learning from those who've already achieved what it is that you are after yields far better results than does listening to the advice of someone who hasn't.

I don't remember who it was that shared this advice to me, but I do remember how easy it was to "buy in" to the advice of those who weren't being successful and how their "excuses" for failure made "so much sense", that they had to be right!

But somewhere along the (very fortunate) way for me, the light bulb went on and I realized there are two sides of the coin... And when I rejected the excuses, and sought after and hung on to every word of those who were already living the lifestyle I wanted, only then did things truly start to turn around. And Fast!

News from Printex

Printex got the Distribution of Sroque for the Whole Pakistan and Printex name is there on the website of Sroque.

Printex going to hold a 2 day training session in Faisalabad during the Month of April.

Printex is going to introduce water base transfer system from Fujifilm Sericol and ready to use Denim Discharge Paste from Cresa.

Low price version of Transfer Powder will also be launched during this Month.

PRINTEX IS LAUNCHING NEW RANGE OF PIGMENTS WITH ECOPASSPORT CERTIFICATION.



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