

## About Us

Label Graphics Co is a fast paced, growing group of highly motivated individuals in the pursuit of exceeding client expectations and moving the needle in growing businesses and organizations through impactful visual communication and messaging.

## Position Summary

As a Graphic Designer / Production Specialist, you will have a dual role working in the computer room and production room. In the computer room, you will be responsible for creating computer generated vinyl and/or full color graphics output that can be weeded, cut, and applied or printed and mounted to a substrate, vehicle or other graphics products. In the production room, you will be responsible for learning all aspects of the physical construction and assembling of signs and graphics from computer cut vinyl and wide format full color printouts, which includes proofreading and conducting quality assurance to ensure the accuracy of printed visuals. The ideal candidate is a creative, self-motivated team player who can work in a fast-paced, deadline driven environment and who is determined to make every project his or her absolute best.

## Who We're Looking For

Are you highly motivated, detail oriented, and creative? Are you up for a challenge, eager to learn, and looking to join an established and fast-growing company? If so, we're looking for talented and inspired candidates who are focused on teamwork, task completion, and customer satisfaction. If you are looking for a rewarding experience helping businesses grow and not just another job, then come join our team as a Graphic Designer / Production Specialist.

## Position Duties & Responsibilities

Works with co-workers and customers with file transfers, Google Drive access, photo library options, online proofs, etc.

Inspects jobs for accuracy before sending them to the customer, plotter or printer

Provides proofs as necessary to clients and install/production team

Maintains accurate electronic and paper record of File Storage

Follows a layout to place computer-generated vinyl or full color graphic images on a pre-determined substrate or medium

Prepares substrates for application

Performs finishing operations such as laminating, encapsulating, and/or mounting of printed pieces

Installs signs & graphics when necessary

Performs other duties as needed, such as answering the phone, helping at the front counter, consulting with customers, etc.

Functions well under pressure; Highly Adaptable with change and complexity in a demanding, fast-paced environment

Growth mindset with focus on Continuous Improvement in processes

Proficient with following: G-Suite (Drive, email etc);

- Adobe Illustrator / Photoshop

- Roland RIP products & ShopVOX project management software experience preferred but not needed (will train)



## **What We Offer**

Paid Holidays: Six paid holidays for full-time team members

Paid Time Off: Eligible for 40 hours after 90-days of employment; additional availability after 1 year

Paid Sick Days: Eligible for 16 hours after 1 year of employment

Health Insurance: We pay 50% of Health insurance benefits after 90-days of employment (if you choose to enroll)

Fun, creative and growing work environment

