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| **Job title** | *Print Production Specialist (2nd Shift)* |
| **Reports to** | *Branch Manager* |

The Print Production Specialists’ job purpose is to preform daily print production operations including operating machinery, interacting with customers, and carrying out instructions effectively.

**Duties and responsibilities**

The Print Production Specialists’ responsibilities include but are not limited to:

* Carrying out the Branch Manager’s and corporate policies, instructions, and goals
* Interact directly with various customers daily.
* Taking orders over the counter, over the phone, over E-mail / website
* Operate small format / large format printing and finishing equipment.
* Ensure the completion of print projects by their deadlines.
* Collaborate with your branch to determine the best course of action on particular print jobs
* Using Adobe products to create print ready files like Adobe Photoshop, Illustrator, and In-Design
* Using Microsoft Office products like Microsoft Office, Excel, PowerPoint, Publisher, and Word
* Using a variety of computer applications to operate printing equipment.
* Maintain a professional appearance in attire and speech when talking to clients.
* Communicate with customers on print projects
* Providing great customer service
* Answer phone calls / place outgoing phone calls
* Preform normal office functions.
* Delivery of Print Project to customer locations may be required.

**Qualifications**

The Print Production Specialist must have certain qualities and qualifications to perform their job effectively.

Qualifications include:

* Education
  + A High School Diploma or higher
* Specialized knowledge
  + Intermediate computer knowledge
  + Familiar with the digital printing process
* Skills
  + Microsoft office applications (Word, Excel, PowerPoint, Publisher)
  + Efficient use of time and material
* Abilities
  + The Ability to adapt and learn quickly to changing situations.
  + Able to get print projects done in an effective timely manner
  + Able to deliver completed print projects in a professional manner
* Other characteristics such as personal characteristics
  + Listening and executing tasks efficiently and effectively
  + Implementing goals and instructions
* Experience
  + Digital Printing experience is recommended

**Working conditions**

Opening hours are set from 9am – 5pm, however this will be a 2nd shift starting from 2PM – 9PM. Occasional working weekends if necessary and working other shifts. In this position you will be working in an office environment / light manufacturing of printed materials.

**Physical requirements**

The Print Production Specialist may be required to stand for long periods of time to complete print jobs, as well as lift boxes of material ranging in size and weight.

**Direct reports**

The Print Production Specialist will report directly to the Branch Manager.

I have read the terms and responsibilities of my job description and will abide by them to the best of my abilities.

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| **Co-worker Signature:** |  |
| **Supervisor Signature** |  |
| **Date:** |  |

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| *This is an official job description of The Copy Center LLC and its subsidiaries.* |