

Position Description

Title: Print Specialist

Date Issued: January 2022

Department: Production

Supervises: n/a

Reports to: Plant Manager

Employment Status: Non-Exempt/Full Time

Mission:

All employees work together to help clients enhance their brands and convey their message through useful tools. Together we strive to be known as the most creative and responsive resource for delivering solutions.

The Print Specialist ensures the quality, color and details of the customer's artwork of their brand is accurate. Completes works efficiently as directed by the Plant Manager.

Duties and Responsibilities but not limited to the following

- Work in collaboration with the other Specialists ensure coordination, execution, quality, and timeliness of customer orders.
- Provide accurate reproduction of customer artwork including both art reproduction, accurate PMS matching to showcase the best imprint appearance on the chosen promotional product.
- Work closely with the Screen Room Specialist to ensure accurate artwork reproduction films have been created.
- Daily review the floor plan to determine the day's task. When the ACP printing has minimal orders, work with the Plant Manager to assist in another work center.
- When beginning a new order, review the order pack for details and accuracy. Examine the product pulled for the order. Notify the Plant Manager or Warehouse Manager of any concerns prior to printing order.
- Set up the order with the machine, test for accuracy and quality. If challenges, work with Technology Coordinator on fixture or Maintenance for assistance.
- Seek approval of the first off by a member in Quality then begin the full run.
- Continually check for quality and accuracy throughout the order.
- Provide quality and accurate packing of promotional items in a manner that is visually aesthetic and functional from a shipping standpoint or pass along to a Packing Specialist if required.
- Sign the packet for the task you just completed and inspected for quality and accuracy.
- Provide the Plant Manager and team members support as directed and needed.
- Other duties as assigned by Plant Manager.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to overtime when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High school diploma or general education degree (GED); or one year of related experience and/or training working in the assembly and customs area or similar experience; or equivalent combination of education and experience.
- **Language Skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills** - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills** – experience with computers

Working Conditions/Physical Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit, kneel, crouch, or crawl. The employee is required to use left to right motion in the process of printing product. The employee must frequently lift, carry, set down, and/or move up to 55 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Printed Name

Acknowledgement Signature

Date

Witness Printed Name

Witness Signature

Date