

Graphic Specialist

Summary

McGee Cadd Reprographics, a leading supplier of large and small format printing equipment & Reprographic services including construction plans & spec printing, small format printing, mounting, laminating, scanning, signage, cut vinyl, banners, pop displays, garment embroidery/imaging and engraving seeks motivated Graphic Specialist to work with an experienced and talented staff who strive to be number one in their market. The Graphics Specialist provides design and imaging products to customer specifications in a timely manner. Attention to detail, quality and service is required to exceed customers expectations and to be successful in this position. Individual will work with large and small format digital printers, scanners, mounting/laminators, engraving equipment, vinyl cutters, imaging transfer presses and finishing systems using a variety of medias and substrate materials. Training available. Path from Graphic Specialist to Management opportunities exist for the right person gaining &/or having sufficient experience and knowledge of the business.

Responsibilities and Duties

Individual must begin each day promptly at 8:00 am to ensure deadlines are met and to assure work is of high quality completed accurately and invoiced accordingly. Must be able to quickly produce graphics and operate all equipment to meet customer expectations for the finish product. Must assist in training and coaching other members of the team as required to accomplish work. Graphic Specialist must have knowledge of supplies, equipment, hardware, software and network to assure that

computers, network and equipment are maintained and operating to manufactures specifications. Must respond to questions and request for information and/or support from customers and Management. Must maintain a clean and organized work environment for maximum productivity and customer impression. Must be an integral part of the team creating an enthusiastic & positive work place environment.

Qualifications

Knowledge of printing including wide format, small format, scanning, lamination, signage, vinyl cutting/weeding, engraving and garment printing a plus but will train. Must be proficient in Illustrator, Photoshop, InDesign, Word, Excel and PowerPoint. Ability to establish priorities, analyze and provide solutions to problems to complete projects within schedule are required. Must be detail orientated, able to multitask and comfortable with working in a fast paste office environment. Dedication to completion of projects meeting or exceeding customers expectations is required. Graphic Specialist must have good communication skills, ability to focus exclusively on their job during work hours, integrity, perseverance, good work ethic and a strong desire to achieve above average success in business and income. Must have valid drivers license, good transportation, work 8-5 Monday - Friday, occasional after hours, be in good health and able to lift 30 lbs on a regular basis.

Benefits

Salary paid bi-weekly. Monthly Cash Performance Bonuses
Medical Insurance Plan including Dental and Prescription.
Life Insurance. Seven Paid Holidays. Two Weeks Paid
Vacations. One Week Paid Sick Leave. School involvement
leave and Paid Bereavement Leave.

Salary commensurate with experience.

How to Apply

Submit application and salary expectations via “SUBMIT” or to McGee Cadd Reprographics, mcgee01@mcgee-cadd.com

or

Apply in person with application and salary expectations to any McGee Cadd Reprographics and Printing Equipment location.