

Graphic Production Manager

Description

ASI is an international architectural signage provider specializing in the design, manufacturing and management of wayfinding, brand communication and information management signage solutions. We are currently looking for a Full-Time Graphic Production Manager.

This is not a creative position. Successful candidates will possess strong organizational skills and attention to detail. Proficiency in Adobe Illustrator and Photoshop is required.

Responsibilities

- Accountable for the overall quality and timeliness of the production of graphic signage
- Proofing/preparation of prepress graphic files- formatting, typesetting, correcting, and modifying prior to running jobs
- Operate and run jobs to the specs given on the work orders
- Maintenance of electronic backups and written logs of jobs, based on production specifications
- Operate and maintain various production equipment: HP Latex 365 printer, Canon TM-200 printer, laminator
- Hands-on production such as assembly work, vinyl (plotting, weeding, taping, trimming), and application of large digital prints or vinyl graphics to substrates
- Creation of film negatives and production of photopolymer ADA Signage
- Maintain graphic production inventory supplies

Qualifications

- Strong attention to detail
- Able to work under pressure
- Proficient in Adobe Illustrator or Adobe Photoshop
- Team player who is open to constructive feedback
- Knowledge of the sign industry is not required, but helpful
- Ability to follow both written and verbal instructions, as well as communicating well with others

Job Benefits

ASI Sign Systems, Inc. offers a competitive total compensation package to employees that include:

- Health insurance
- Paid time off
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance
- 401(k) matching
- Company paid holidays

Contact

ASI's HR Team: HR@asisignage.com

Employment Type

Full-time

Beginning of employment

Immediately

Working Hours

9 hours Mondays – Thursdays
4 hours on Friday
No weekend schedules

Industry

Architectural Signage

Job Location

2200 Olive St, St. Louis, MO,
63103, USA

Date posted

March 23, 2022