

# **Job Title:     Print Shop Assistant**

## **Job description**

- 40 hours per week
- Able to lift 50 lbs.
- Computer experience a plus
- Ability to follow verbal and written instructions
- On-the job training will be provided
- Needs reliable transportation to/from work
- Works well with other - will be communicating with different departments regularly
- Includes scanning of large format documents
- Includes package shipments and using computer software for shipping
- Includes some bindery functions, such as book binding and assembly
- Includes mounting and lamination functions
- Includes operation of various print shop equipment

**Job Type:** Full-time

**Salary:** \$14.00 - \$15.00 per hour based upon experience

### **Benefits:**

- 401(k)
- Paid time off
- Paid major holidays

### **Schedule:**

- 8-hour shift, 8am-5pm
- Monday thru Friday
- Overtime available
- No nights