**COMMERCIAL PRINT/PRODUCTION ASSISTANT**

Brand It Graphix specializes in commercial printing and marketing services. We are currently looking for a strong team player to help with our large format printing production process.

Principal Duties and Responsibilities:

* Perform all areas of the production process as directed by team lead.
* Ensure printed materials match the order specifications.
* Ensure jobs are completed in a timely and accurate manner based on customer specifications.
* Front desk support - greet customers, write up new orders, answer phones and various other office support tasks.

Additional job details:

* This individual must be mature, organized, and have a high attention-to-detail.
* Experience with print shop production equipment: HP wide format printers, Summa cutters, Epilog laser a plus.
* Ability to pick up quickly on software and equipment.
* Organized and flexible with changing priorities.

Job Type: Part-time M-F 10:00am-3:00pm