

Open Position:

Production Assistant Manager

Title: Production Assistant Manager

Department: Digital Print Shop

Location: 780 Montgomery Street Jersey City, NJ 07306

BASIC FUNCTIONS:

Directly supervise and coordinate the activities of production and operating workers. Performs a variety of technical and support services involving printing and production operations; performs cost analysis and establishes and maintains production schedules; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

The following functions of the job include, but are not limited to:

- Makes Decisions and Solves Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Gathers Information — Observing, receiving, and otherwise obtaining information from all relevant sources to complete the job.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates.
- Interacts with retail customers of the Print Shop for the placement and/or pick up of orders.
- Inspects equipment to identify the cause of errors or other problems or defects.
- Perform production (copying, printing, laminating, etc.) and delivery of completed job orders; set up and make plates for the printing press as needed.
- Provides assistance with basic graphic design as needed. Complete and maintain all required paperwork, print requests, documents, etc.
- Project management, negotiation, communication, problem-solving, analytical, organization, customer service, and teamwork skills. Must be conversant with Microsoft Office, Adobe Creative Suite, and Fiery Command Workstation.
- Able to work independently as well as part of a team
- Is aware of safety standards and is responsible for maintaining a safe work environment

EMPLOYEE QUALIFICATIONS:

- Comfortable in a Windows computing environment
- Possess an understanding of the Microsoft Office suite, as well as the concepts of file types, folder structures, and network addresses.
- Knowledge of the Adobe Creative Suite, including InDesign, Illustrator, Photoshop and Adobe Acrobat.
- Knowledge of the Fiery Command Workstation
- Able to comfortably lift 50lbs or more regularly
- Must be familiar with graphic design processes and procedures.
- Ability to manage workload and prioritize work based on project delivery schedule.
- Excellent attention to detail and procedures, required

*To apply, email your resume to RLopez@hce.works
Position is Full-time, 401K, 401K Match, Medical, Vision, Dental, Life Insurance, FSA
Shift days: Monday-Friday 8AM - 4PM*