**Print and Engraving Assistant**

We are looking for a new team member to assist with creating quality products in our printing and personalization department. We are looking for someone who embodies a positive attitude with an innovative mind and a drive to learn new things. The ability to work well within a team while also working on their own is essential.

You will be expected to gain a general knowledge of production procedures and assist in any way necessary.

Prior experience not required. We are willing to train the right individual!

**Hours:** Monday through Friday from 9:30AM to 5:00PM to start (schedule may change after you have been with us for a while)

**Pay:** $11.00 - $13.00 per hour based off prior experience level

**Primary responsibilities will include (but are not limited to):**

* Printing labels, vinyl decals, and name badges
* Organize and package engraved tags
* Assemble trophies and awards
* Produce yard signs and banners
* Operate machine for engraving in-house produced items
* Assist with finishing other production projects when needed
* Keeping the production area cleaned and organized by sweeping on a weekly basis

**Qualifications:**

* High school diploma or equivalent
* Basic computer literacy with Windows
* Able to work independently as well as collaboratively
* Great attention to details, accuracy, and quality
* Understanding of how to use and read a ruler (REQUIRED)
* Ability to add, subtract, multiply, and divide numerical data
* Ability to accurately count items
* Ability to follow directions (both verbal and written)
* Type 30 WPM

Familiarity with Microsoft Word and Excel is a plus, but is not a requirement

Some familiarity with graphic design software will also be a major plus, but is not a requirement.

**About Us:**
Established in Greenville, SC in 2000. Family based business – work hard, do a good job, come to work, and you have a job for as long as you want it.