



Mid-Michigan & Greater Lansing Areas

Graphic Design & Production Associate – Job Description

Summary:

Provides excellent customer service, sell, design, produce and install all types of high quality signage and deal with the public in a courteous and professional manner. Applicants should be able to bring new ideas and improvements to business practices; remain fair, respectful, ethical and moral in all situations; and work well both independently and as part of a team.

Essential Duties and Responsibilities:

- Design and create all types of signs.
- Mask, weed and apply vinyl to various substrates.
- Must be able to use an X-Acto knife and ruler efficiently.
- Properly load and use a hot/cold pressure laminator following standard safety precautions.
- Load and cut vinyl on a plotter.
- Operate a vertical panel saw using standard safety procedures.
- Maintain machinery in good working condition.
- Greet customers and answer phones in a professional and knowledgeable manner.
- Accurately fill in sign layout forms, price estimates and invoices.
- Travel to different locations within the community to preview work areas, give estimates and install various types of signs.
- Apply vehicle and window graphics.
- Keep a running inventory of all stock and supplies.
- Maintain a consistent and organized follow up system
- Cross train in other areas of the store to maintain a fully functioning store at all times.
- Assist in operating and managing the store when needed
- Maintain an organized, clean and professional store appearance at all times.
- Support owner as needed with reports, invoices and paperwork.
- And any additional duties assigned by owner.

Qualifications:

Ideal candidate will have at least an Associate's Degree in Graphic Design or similar and one-year experience in a design related role. Some experience with graphic design, construction, signs or fine arts is preferred. Non-degreed candidates with 3+ years of related experience will be considered.

- Must be computer knowledgeable and willing to learn to be proficient in various software programs.
- Must also pass basic math and spelling tests.
- Must be proficient in English usage, including spelling, grammar, punctuation, and proofreading.
- Possess a good understanding of basic sales and marketing tactics.

Physical Demands:

- Must be able to climb a ladder while lifting signs.
- Must be able to place onto and retrieve various types of substrates from a substrate rack including the upper shelves.
- Must be in good physical condition and be able to lift over 50lbs when needed.
- Must have the ability to stand on feet for long periods of time.
- Must have ability to operate a computer and monitor for long periods of time.

Desirable Personal Characteristics Include:

- Outgoing personality and willingness to work with the public on a daily basis.
- Excellent organizational skills
- Excellent communication and customer service skills
- Good reasoning abilities and sound judgment
- Ability to deal with confidential information appropriately
- Ability to work independently on projects and as a member of a team

All new hires shall be required to: Complete **Signarama** in store training utilizing the following: **Signarama** Front counter Sales, **Signarama** Sign Production Techniques, **Signarama** Sign Product Training video, **Signarama** Key lines and the Owner’s Manual. On-going new product and process training as needed. Optional – attending 2-wk training in Florida.

Typical Daily Schedule:

8:30 – 8:45 AM Check any phone messages and/or e-mail up-dates
 9:00 – 9:30 AM Morning Sales/Production staff meeting
 9:30 – 12:00 Graphic Design, Production, Installation and consult with sales & marketing on projects
 12:00 – 1:00 Lunch
 1:00 – 5:00 Graphic Design, Production, Installation and consult with sales & marketing on projects
 5:00 – 5:30 Meet with owner to review day’s activities as needed

This job description is not intended to be all-inclusive. An associate may also perform other reasonable related business duties as assigned by immediate supervisor or the owner.

I understand that this application or the offer of employment does not constitute a contract for employment for any period of time except as expressly stated in any offer. I understand that any offer of employment may be contingent on successful completion of background check, driving record check and/or drug test. I understand that Signarama is a tobacco-free environment and therefore, use of tobacco products is not permitted anywhere in/near the shop, in company vehicles or on customer properties while representing Signarama.

I understand that Signarama is an equal opportunity employer. Consistent with applicable law, it is the policy of the business to afford equal employment opportunity regardless of race, religion, color, national origin, sex, sexual orientation, age, marital status, height, weight, arrest record, citizenship, disability or handicap. (Michigan law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer within 182 days after the need is known.) However, this does not waive my rights under the Americans with Disabilities Act of 1990, as amended.

I hereby authorize Signarama to inquire and verify any information contained on or in which I submit as part of the application process. I release the listed references and all employers, but those specifically excepted, to provide you with any and all applicable information they may have. I release these references and former employers from all liability for any information they may give to you, and I waive any requirement that the reference and former employer provide me with written or verbal notice of their response to your inquiry.

If you are offered and accept employment with Signarama, you will be required to sign and date this description.

Employee: _____

Franchisee/owner: _____

Date: _____