



Job Title:	Print Graphics Manager	Supervisor:	Senior Management
Department/Group:	Graphics	Travel Required:	No
Location:	P1 or P2	Position Type:	Office

Applications Accepted By:

Fax or E-Mail: 417-286-3350 or hr@signfab.com Subject Line: Job Title Attention: Human Resources	Mail: Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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Job Description:

Sign Fab, Inc. has an opening for a Print Graphics Manager to join our team. We are currently growing to meet the demand for quality custom signs. This is a full-time position with competitive wages and benefits.

Essential Duties and Responsibilities

- Delegate the activities of the Graphic department, with the guidance of Senior Management following established procedures and approved processes.
- Supervise all Graphic operations such as UV and Flatbed Printer set-up and processing graphic artwork to ensure accuracy.
- Responsible for reporting production output on a weekly basis.
- Responsible for reporting employee recommendation, concerns, and/or needs to the production manager and Human Resources.
- Assist the Production Manager in making minor decisions in the fabrication process.
- Call customers and/or communicate with the proper co-workers on design issues. Including artwork, layout dimensions, mounting issues, and etc.
- Responsible for maintaining production levels.
- Supervise all training, cross-training, and safety compliance within the graphic department.
- Responsible for ensuring work areas are clean orderly.
- Responsible for ensuring subordinate are adhering to safety policy and procedures.
- Responsible for establishing work times and overtime, when needed, for supervised employees.
- Responsible for completing quality jobs and double checking for any mistakes.
- Responsible for communicating with other department when errors are found to get them corrected in a timely and efficient manner.
- Responsible for communicating with Production Manager/Owner on ideas for improving or identifying problem areas in work environment.
- Responsible for ensuring that subordinates are complying with company safety regulations.

Qualifications and Education Requirements

- 3 to 7 years of progressive sign manufacturing experience and responsibilities.
- Requires a broad technical and/or administrative experience in a manufacturing environment.

Job Knowledge, Skills, and Abilities

- Must have a thorough knowledge of sign manufacturing methods, techniques, and related equipment.
- Must be able to read, reproduce, and interpret drawings and specifications.
- Must be familiar with product construction and application.
- Must have a good understanding of production scheduling, as it relates to the overall needs of the company.
- This position requires that the person be a highly organized, self-motivated individual who can work as part of a team and individually.
- Must have good leadership skills, with excellent oral and written communication skills.
- Must be able to manage multiple tasks and priorities and easily adapt to changing situations.
- Must be computer literate, particularly in graphic design software.

Training requirements

- General Safety
- Supervisory discrimination/sexual harassment prevention
- Quality Control

Physical requirements

Minimal physical exertion required

Regularly required to sit, stand, walk, and occasionally bend and move about the facility.

Personal Protective equipment

Safety glasses and/or hearing protection may be required while performing specific tasks.

Work environment

Works in an office and manufacturing environment.

Exposed to dust, odors, oil, fumes, and noises.

Experience

Graphic design: 1 year (Preferred)

Adobe Creative Suite: 1 year (Preferred)

Adobe Illustrator: 1 year (Preferred)

Additional Notes

Will be required to perform other duties as requested, directed, or assigned by department manager.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.