

**Company Name: Flexsystems USA**

**PPAI #241704**

**Job Title: Production Artist**

**Location: El Cajon, CA**

**Submit Resumes to:** flexsystems.marketing@gmail.com

Fast paced promotional product plastic manufacturer that is growing requires a professional production artist. Not a graphic artist. We manufacture 2D pvc plastic labels, magnets, velcro patches, keychains and custom parts for a wide variety of industries. Military, promotional products, garment, sporting good, medical and others. Most of our employees have been with us for 10-20 years, we offer a nice work environment and friendly but hard working co workers. We all work together to get the job done on time or early. We take extremely good care of our customers and will expect that same level of care from new hires. There is a sense of urgency in our environment which means happy customers and 100% quality product going out the door.

### **Duties**

You will have worked in the print, promotional product, silkscreen or embroidery business and are use to 20-40 new jobs daily. You lay out the art, send to the customer, get approvals and turn the jobs quickly. Then you send the customer the sample scan and get the approval so that production can get the parts into production.

Detail and procedure adherence is critical as well as being able to keep 20-30 jobs moving forward at one time is required. Excellent computer skills as well as excellent customer handling skills needed.

The ability to create and send out product flyers monthly will be required. You will also create virtuals for sales to help sell a product.

You will work with production to ensure that they are making the correct parts and on time.

### **Experience**

At least 5 years experience as a production artist in a fast paced work environment.

Expert knowledge of Illustrator and Photoshop.

Ability to create and or recreate artwork, in vector or raster format, as necessary.

Respond to a high volume of emails and the ability to prioritize and handle accordingly.

Excellent communication skills. You handle customers quickly and efficiently. Internally, you respond as quickly to requests or questions.

Attention to detail and ability to own your work. You will be on your own with little management and must be able to be a self starter.

Experience with ISO standards is a plus, we are in the process of starting the program.

**Salary**

Send your requirements. You must have a minimum of 5 years experience and excellent references. We will not relocate anyone.

Start date. January or February 2017.

We are looking for someone who would like a long term career with opportunity for growth.