

Entry Level Graphics Associate

The hours for the Entry Level Graphics Associate are 10:30am - 7:00pm but are flexible.

Key Responsibilities:

The key responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Quality inspection of production art using established specifications
- Rework/revise artwork as necessary
- Prepare production art for final output
- Monitor and coordinate art workflow in a manufacturing environment
- Other graphics and/or office-related tasks, as needed

Recommended Minimum Qualifications:

Education and Experience: *or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the key responsibilities of the job.*

- Minimum of one (1) year experience in digital print/design/proofreading
- Working knowledge of CorelDraw or Adobe Illustrator software
- A well-rounded understanding of design, typography, and production techniques.
- An impeccable eye for details and design
- Experience with “Cloud” based ERP System helpful
- Advanced experience with Microsoft Office Suite
- Strong organizational and communication skills

Knowledge, Skills, and Abilities:

- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationships with fellow employees
- Must maintain a high level of integrity and discretion in a professional environment
- Reliable, organized, and detail-oriented
- Experience with “Cloud” based ERP System
- Team player
- Good time-management skills
- Reliable means of transportation

Physical and Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions and responsibilities.

Physical Skills:

- The demands are in the nature to stand, sit, and move within the office.
- Utilization of office equipment, and the capacity to lift up to 15 pounds.

Motor Skills:

- Duties may involve hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to quickly inspect & detect discrepancies in fine details
- Ability to read, see, and differentiate between color.

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Principals only, no Recruiters please.

Check out Hub's job board: <https://recruiting.paylocity.com/recruiting/jobs/All/9f6ca32b-8fc4-4600-99df-d0697780f98d/Hub-Pen-Company-LLC>