

JOB DESCRIPTION



Production Technician

JOB SUMMARY

As a part of the production team, you will be responsible for fulfilling orders for portrait packages, printing picture day literature, notices and collaterals, and maintaining photographic printers.

PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepare and package items to be shipped
- Maintain photographic printers by replacing paper and chemical canisters and cleaning as necessary
- Printing and packaging literature
- Create shipping reports
- Additional tasks to be assigned as needed

BASIC QUALIFICATIONS

- Able to work well independently and on a team
- Detail-oriented, dependable and well organized
- Possess clear written and verbal communication skills
- Capable of extended periods of standing, stooping, lifting up to 40 pounds
- Basic computer skills
- High School diploma preferred
- Able to read and follow specific step-by-step instructions