

## **Position Opening: Customer Service/Graphic Artist**

Position opening for a customer service/graphic artist position at a busy commercial print shop in Ashland, Wis.

### **Job Duties:**

- Receiving and processing orders from customers in person and via phone/email/web
- Ensuring proper layout of text and images prior to full press run of printed products
- Creating original layouts/graphics for a variety of printed products
- Troubleshooting prepress problems and addressing customer concerns
- Operating digital printers and finishing equipment

### **Qualifications:**

- Excellent customer service skills
- In-depth knowledge of Adobe Creative Cloud software
- Ability to multi-task in a busy work environment
- Strong work ethic

Heart Graphics is a commercial print shop located in downtown Ashland, Wis. Products and services we provide include: copying, digital and offset printing, screen printing and embroidery, signs and banners, printed promotional products, mailing services, and graphic design.

Interested candidates should send a cover letter and resume to: [info@heartgraphics.net](mailto:info@heartgraphics.net)