

Job Opening: Heart Graphics

Graphic Artist/Customer Service

Organization Description and Position Summary: Heart Graphics is seeking applicants for the position of Graphics Artist/Customer Service. Heart Graphics is a full-service commercial print shop located in downtown Ashland, Wisconsin. Our products and services include: digital and offset printing and finishing, copying, mailing services, apparel screen printing and embroidery, graphic design services, and more.

Job Duties:

- Receiving and processing orders from customers in person and via phone/email/web
- Ensuring proper layout of text and graphics 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
- Strong work ethic and organizational skills
- Knowledge of and experience using Adobe Creative Cloud software, specifically; Photoshop, Indesign, and Illustrator

Location: All work will be done on site at Heart Graphics, 316 Main St West, Ashland

To Apply: Please submit a letter of interest and a resume outlining skills, training and work experience. Include names and contact numbers for two references.

Application Deadline: Applications will be accepted until the position is filled.

Email responses only. Send letter and resume (or questions) to info@heartgraphics.net.