



Job Opening Print Manager

Organization Description and Position Summary: Heart Graphics is seeking a full-time administrative manager to oversee print production. 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. The print manager will be responsible for smooth operation of offset and digital print operations.

Position Responsibilities:

- Taking orders from customers (in person, via email, via phone)
- Calculating and providing price quotes to customers
- Calculating and billing completed jobs
- Arranging and prioritizing work flow and production schedules for print jobs
- Ordering and receiving inventory materials and supplies

Qualifications:

- Experience working in an administrative position
- Strong communication and customer service skills
- Highly organized, efficient, and detail oriented
- Strong math skills
- Working knowledge of Microsoft Office programs
- Familiarity with basic bookkeeping procedures
- Comfortable working as part of a team
- Strong problem-solving skills

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.