



Copy Center Print Production Associate

Vision Graphics has an immediate need for a production crew member in our copy center/small format document production department.

Job Details & Requirements

We are currently seeking candidates for a Print Production position who enjoys operating digital duplicating machines in the production of print copies from a variety of sources. You will respond to client production requirements in a professional and ethical business manner and provide the best quality service and products through exemplary customer service and turnarounds.

Type: Full Time

Location: On-site, Salt Lake City

Required Travel: None

Education/Experience: Associates degree or some college/vocational training preferred. We will consider related, proven experience in lieu of education.

Experience: 2 years, preferable

Reports to: Director of Operations

Skills:

- High attention to detail.
- Willing to professionally communicate with internal project managers and clients
- Able to demonstrate functional computer skills and knowledge of PC.
- Able to demonstrate basic use of Adobe Creative Suite programs such as Acrobat, InDesign, Illustrator to prepare files for production.
- Knowledge of MS Office Suite (Word, Excel, Outlook, etc)
- Time management and prioritization skills to meet deadlines.
- A high level of energy, initiative and self-motivation, with a desire for continuous learning and improvement
- Able to demonstrate maturity and professionalism.
- Must speak English fluently.



Responsibilities

This position:

- Operate digital and color equipment including Canon and Xerox high-speed digital printers
- Possesses skills and competencies to deliver contracted customer requirements
- Tasks and activities are defined and routine
- Ability to lift and move up to 50 pounds
- Point of contact to receive, review and electronically log customer jobs
- Operate standard finishing equipment (e.g. paper cutters, inserters, laminating, and hole punchers)
- Operate office/production equipment (printer, copier, fax, scan)
- Clean and maintain office equipment when necessary
- Problem solve issues to complete production, delivery, and output requirements
- Perform quality inspection before, during and after output of each production run
- Sort and scan hardcopy materials or other mediums for use in printed documents or digital format; specific application training may be required and provided
- Operate high volume printers and copiers
- Optimize document design for quality and reproduction
- Track and store jobs as customer requires for reuse at a future date, including file back-up
- Inspect files for problem areas, including fonts, image resolution and image registration
- Integrate variable data files into printed format using templates provided
- Operate high volume folding and inserting mail equipment
- File/document conversion (utilizing standard software)
- Perform operator maintenance on equipment
- Maintain reporting logs and information for billing
- Track and store jobs as customer requires for reuse at a future date, including file back-up

Salary & Benefits

We offer a competitive wage, with the potential for performance-based raises. Other benefits include:



- Competitive health care program, including medical, dental and vision, starting after 90-day probationary period.
- 401K Program
- Paid vacation and personal time off

About Us

For more than 50 years, SBR/Vision Graphics has provided visual communications products to regional, national and international clients. As the XXL graphics specialist, our work has been seen by over a BILLION people worldwide. We produce and install banners, flags, building and auto wraps, and floor & window graphics. We produce blueprints and plans and we sell and service printing equipment. We produce business cards, flyers, brochures and other documents. We also provide full-business solutions by managing, printing and delivering corporate and event signage, graphics and documents.

About Our Culture

We're ranked in the Top 20 nationally in our industry, which is no small feat for a Utah-based company. We have made our mark by focusing on the little things and improving our processes every day. Our environment is casual, but fast-paced, and we put our energy into making customers happy. We work together as a team and we support each other from start to finish, and we appreciate those who work to get the job done right. This kind of attitude has kept our customer sat scores high and our repeat business ratios higher.

Our Clients

We mostly serve businesses in the intermountain west. We also have clients nationally who trust us to produce work that accurately reflects their values and brand. While we work with a broad spectrum of companies, we specialize in partnering with franchises who require assistance with content management and logistics, in addition to the highest-quality printed materials.

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