



Graphic Composition is a family-owned, growing commercial printing company that specializes in product labels, large format, variable data printing, direct mail, and both digital and offset printing. Our success over the last 70 years can be attributed to the long-standing relationships we have built with our customers, as well as our incredible employees who are committed to delivering world-class products and services.

Graphic composition is currently seeking a full-time **Production Fulfillment Associate** who will assist in hand assembly of projects, packing customer orders and learn about set up, operation, and maintenance of bindery and mailing equipment.

Essential Duties & Responsibilities:

- Primary focus is to process finished printed products to prepare for shipment.
- Picking orders
- Perform hand collating, inserting, boxing, packing, bagging, and miscellaneous hand labor projects.
- Use various machines for punching, coiling and shrink wrapping.
- Learn how to operate material handling equipment, such as hand truck, tape fasteners, & pallet jack.
- Will perform a variety of light shipping and receiving tasks including but not limited to UPS, FedEx, and freight.
- Help Production Manager & purchasing agent in verifying materials received and route incoming items to appropriate departments/locations.

Essential Job Functions: (including, but not limited to the following)

- Can work independently and stay on task.
- Must be able to lift up to 40lbs and have the ability to stand for extended periods of time with frequent lifting, bending, squatting, reaching and pulling.
- Attention to detail and a keen eye for quality control.

Knowledge, Skills, Abilities: the requirements below are examples of the knowledge, skill, and /or abilities required.

- Experience with some bindery equipment is a benefit, however, will provide on-the-job training.
- Collaborative working style and able to work with a variety of personalities, across multiple departments.
- A high school diploma or general education diploma is required.

Benefits: We offer competitive wages and excellent benefits which include:

- Air-conditioned work environment.
- Health, Dental, Vision insurance.
- Company sponsored disability and life insurance.
- 401(K) plan with company match.

Starting Wage \$17-\$19

\$1,000 sign on Bonus. (\$500 @ 3 months, \$500 at 6 months)

2 weeks paid vacation 1st day of the month following 60 day waiting period.