

# Print Production Specialist

Star Printing and Office Supply · Full-Time · On-Site

 **\$35,000 – \$40,000 / year + monthly performance bonuses**

Star Printing and Office Supply is looking for a skilled Print Production Specialist to join our team. In this role, you'll take ownership of design and print production from concept through finished product, working directly with customers to bring their business cards, brochures, signage, and more to life on our commercial print equipment.

## What You'll Do

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- Operate and maintain commercial printers to produce high-quality printed materials
- Design and produce business cards, brochures, flyers, signage, and other print materials for customers
- Consult with customers to understand their vision and deliver designs that meet their needs
- Preflight and prepare files for print, ensuring color accuracy and production-ready quality
- Manage multiple projects simultaneously, meeting deadlines in a fast-paced environment
- Perform routine maintenance on print equipment and troubleshoot issues as they arise

## Requirements

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- Experience in print design or production experience
- Proficiency in CorelDRAW and Canva for print design; experience with Adobe Creative Suite (Illustrator, Photoshop, InDesign) a strong plus
- Understanding of paper types, weights, and finishes for printed materials
- Experience with Fiery Print Server or similar RIP software
- Ability to produce and verify print-ready files (correct PDF format, bleeds, color profiles, and proper sizing)
- Familiarity with common file types used in print production: PDF, PNG, JPEG, SVG, AI, and CDR
- Ability to learn new technology quickly and problem-solve equipment or software issues independently
- Excellent attention to detail and time management
- Strong customer service and communication skills

## Nice to Have

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- Experience with wide-format or commercial printing equipment
- Background in retail or customer-facing print services
- Portfolio demonstrating print and branding projects
- Associate's or Bachelor's degree in Graphic Design or related field

## About Star Printing and Office Supply

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We're a local, full-service printing and office supply company committed to helping businesses in our community look their best. From quick business card orders to full branding packages, our team takes pride in quality work and great customer service.

## How to Apply

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To apply, please submit your resume and a portfolio or samples of your print work to [kathryn@stardigital.pro](mailto:kathryn@stardigital.pro) or call 870-238-3267