



Vapor Apparel Job Description

Position Title	Department	Reports To
Print Technician	Art	Art Department Manager
Employment Status	FLSA Status	Effective Date
Full Time (Mon-Thur / Sunday*) <i>A few hours on Sundays seasonally as needed*</i>	Non Exempt	March, 2019

POSITION SUMMARY

This position is an entry level Print Technician that is responsible for print room tasks and other projects as assigned. This position must maintain a professional attitude and appearance. Vapor Apparel strives to provide a positive and team oriented work environment. It is our goal to nurture a pro active, reality based approach to our business. As such, we openly discuss the goals, challenges, needs and errors of the business.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- 1.) Maximize & document print output on an hourly basis utilizing all printers available - This position's primary focus is to facilitate all demands by the Production Department. This includes dye sub prints and labels.
- 3.) CRM prioritization - following the job queue to ensure Production receives work in the correct order - Workflow order will be established in CRM but is subject to change by customer demands or Management Team.
- 4.) Maintaining all equipment in the Print Department and keeping the room clean and professional in appearance - Follow a rotation system where preventative maintenance occurs on a weekly basis. This maintenance will not be disruptive to the needs of Production or Sales and is to run in conjunction with running other equipment.
- 5.) Monitor supplies in a proactive fashion - Submitting orders through the Purchasing Department to ensure the proper amount of all supplies is critical to the entire Vapor team.
- 6.) Time management - Employees are expected to be at their desk and ready to work at 7:00 a.m. Monday through Thursday. Lunch and departure time will vary based on hours worked and the needs of Vapor Apparel.
- 7.) Production meetings - Attend production meetings to stay informed on any current issues or workflow updates.
- 8.) Cross training - Train and work in other Vapor departments as directed.
- 9.) Communicate with Art Department Manager - This includes but is not exclusive to sick days or time off , problems with customers (internal or external), equipment needs or problems, etc.
- 10.) Be a "Team Player" - This is the most important part of the job. Everyone at Vapor Apparel is working to accomplish the same goal and to grow as a company and to do so in a positive manner.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- The ability to carry large 55 lbs. rolls of paper and load them on to printers.
- Computer skills including Microsoft 365 and other web based workflow software. Print Rip Software Experience a plus
- Ability to work with people

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.