ROCK CHURCH
& WORLD OUTREACH CENTER

Print Specialist

Job brief

Handles printing to the color printer and orders paper. Does all bindery related to jobs printed on color printer. Folding, cutting, laminating, collating, punching and binding.. Support ministries in various print jobs throughout campus. Ensure day-to-day projects are maintained.

Responsibilities

- Perform print jobs as they arise, ensuring the highest quality of service
- Perform bindery on necessary jobs, ie. Cutting, folding, coiling, and lamination.
- Spray-mounts signs
- Makes badges for various ministries and events once designed
- Order paper as needed for projects and day-to-day office needs
- Orders supplies

Requirements

- Experience in the print field
- Good communication skills
- Works well with everyone
- Proficiency in MS Office and Adobe Photoshop/Illustrator,/Indesign
- Heavy lifting of cases of paper