

Design Assistant

Responsible for the timely inputting of completed design specifications into Tap's Esko WebCenter system and ensuring accurate completion of ISO quality control and design review documentation.

- Providing overall administrative support to the Packaging Design team and Design Manager, helping to achieve efficient and timely project management of all design projects and custom orders.
- Tracking structure and artwork approvals
- Ensuring accurate and timely data input of completed packaging specifications into Tap's Esko WebCenter system, as well as completing the ISO required documentation for each item.
- Downloading, pre-flighting and saving new artwork files for proofing
- Preparing files for proofing using Adobe Illustrator: file and image manipulation, creating artwork layers for printing, applying art to approved die-lines.
- Preparing logos and files for hot-foil stamping and ordering stamping dies
- Helping the Design Manager to review Status 05* Report daily and communicating timelines to account managers, sales reps, pre-press and production. *Orders that have been entered into the system but have not been turned over to Production because Specifications have not been completed
- Work with internal cross-functional teams to understand the full scope of the design project.
- Reviewing Epson Proofs to ensure completed proofs match customer requirements and original artwork files.
- Work with suppliers to request necessary sample materials, paperboard supplies and ink drawdowns for the department.
- Working alongside Tap designers to file samples, archive information and purge old files as needed.
- Graphic Design work for internal and external customers as needed.

This is a full-time, entry-level position. A general understanding of offset sheet-fed and digital printing processes as well as post-press finishing techniques like foil stamping is a plus. Experience using Adobe Illustrator, Photoshop and InDesign is necessary. Detail oriented, thorough, computer savvy and able to work in a team environment is critical.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Adobe Illustrator: 1 year (Preferred)
- Photoshop : 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No