



SMITTEN ON PAPER

8/1/2018

PRESS OPERATOR AND PRINTER

JOB DESCRIPTION

OVERVIEW

Smitten on Paper is a fast growing design company squarely positioned in the custom invitation and greeting cards market. We are looking for a press operator to join our team and grow with us as a company. The ideal candidate is a quick learner with a great attitude. We need someone who is willing to work hard and do whatever it takes to get projects accomplished within a tight time line while keeping printing up to our very high standards. This job requires a passion for printing and a love of fine craftsmanship for it's own sake. You must have a general knowledge of letterpress and foil printing, with experience in printing a plus. Attitude and adaptability are very important for this role, we happily will train the right person to our very specific printing needs.

DUTIES

- Print letterpress and foil jobs for both custom invitations and stock paper goods items on in-house presses
 - 3 Heidelberg Windmill Presses
 - 2 Kluge Foil Stamping Presses
- Develop a workflow for turning the press over quickly, must be able to print multiple short-run custom projects in one day
- Cut paper for orders
- Maintain a tidy workspace and print shop
- Clean and perform routine maintenance on presses
- Meet deadlines to get orders out in a timely manner
- Work closely with the Pre-press Manager to problem-solve

REQUIREMENTS

- Experience with printing on a motorized letterpress
 - Knowledge of Heidleberg and Kluge a plus
- Ability to solve problems while printing
- Attention to fine detail and print quality
- Friendly and responsible
- Extremely organized and a self-directed worker
- Live within driving distance of our studio in Monrovia, California

PLEASE NOTE

- This position is part time to full time with flexible hours

CONTACT

Please send your resume, relevant work experience and hourly pay rate to:
Kathryn@smittenonpaper.com

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