

## SIGNAGE MANAGER

### WHAT WE'RE LOOKING FOR...

The Signage Manager position is primarily responsible for fabricating and installing interior and exterior signs, vehicle/wall/window wraps, and work with contractors and supervisors and managers to produce quality final vinyl graphics.

At West Edge, a Signage Manager:

- ☐ Operate all production equipment including large format printers and finishing machines.
- ☐ Troubleshoot and perform maintenance on all equipment
- ☐ Troubleshoot and resolve pre-press issues before production
- ☐ General finishing including weeding, masking vinyl, QC of products
- ☐ Outputting of jobs including ensuring all files are according to the print sheet (sizes, colors, quantities, etc.)
- ☐ Printing and laminating various large format substrates
- ☐ Manage daily production schedule/output with the team
- ☐ File and document material usage and all required information on completed jobs as needed
- ☐ Prepare vehicles for install
- ☐ Maintain necessary stock vinyl inventory
- ☐ Ensure proper amounts of raw materials are on hand for production load including vinyl's, lams, rigids
- ☐ Collaborate with the Graphics Team to create high quality products
- ☐ Communicate effectively with all departments
- ☐ Ensure machine maintenance is being done based on the necessary daily, weekly and monthly schedules
- ☐ Self-motivation with a sense of urgency to meeting labor budgets and schedule timelines
- ☐ Ability to work in a team environment, but also self-motivated to tackle projects independently
- ☐ Other duties assigned by manager

### EXPERIENCE:

- ☐ Minimum 5-7 years experience
- ☐ Expert experience in vinyl plotting, setting files for production
- ☐ Running all machines - Computer, Roland TruVis, and GFP Laminator
- ☐ Knowledge of Flexi Software



- ☐ Excellent verbal communication skills-Customer-focused
- ☐ Detail-oriented
- ☐ Excellent organizational skills
- ☐ Ability to work independently and prioritize accordingly and ability to meet tight deadlines
- ☐ Excellent interpersonal skills to work with customers and co-workers
- ☐ Demonstrated ability to work effectively with all levels of the organization in a team oriented environment
- ☐ Ability to handle multiple priorities, and identify creative solutions to problems.

## BENEFITS:

- ☐ Health
- ☐ Vision
- ☐ Dental
- ☐ IRA
- ☐ Paid Time Off

Pay: \$50,000.00 - \$70,000.00 depending on experience

Full-Time, Salaried, Exempt