

## **PACKAGING AND QUALITY CONTROL**

*Quality control is the most important aspect of this position. We work with high end clients and the ability to spot potential issues in printing, design, and packaging is imperative. Can you spot an accidental double space, a typo, a glitch in printing, a printed piece that's off center by 1/8", a smudge on the edge of one sheet of paper in a stack of 200? If yes, you're the person we are looking for!*

## **JOB REQUIREMENTS AND RESPONSIBILITIES**

- Quality control for all products (invitations, cards, notebooks, etc).
- Packaging and shipping custom/wholesale/retail orders.
- Fold, assemble, and package greeting cards in cellophane bags.
- Assemble and package other gift items, including pop-up cards, letter writing kits, coaster sets, etc.
- Assisting with production/fulfillment of custom invitation orders.
- Conducting weekly letterpress supply inventory.
- Wholesale order fulfillment (including assembly/packaging of cards and gift items).
- Possible operation of Vandercook letterpress and manual guillotine cutter.

## **EMPLOYEE CHARACTERISTICS**

- Impeccable attention to detail with a commitment to quality work.
- Self-motivated and hard working.
- Ability to follow written directions and work independently with minimal supervision.
- Ability to problem solve and troubleshoot, especially during high stress situations.
- Demonstrates sound decision making.
- Ability to work under pressure and meet deadlines.
- Has a positive attitude.
- Strong ability to prioritize responsibilities and switch gears when needed.

## **EXPERIENCE**

The ideal candidate will have experience in a detail oriented environment and an interest in the arts. Design experience (Illustrator and InDesign) is a plus.

## **HOURS**

Part-time, seasonal. 10-15 hours per week. Opportunity for more hours during peak seasons.

## **COMPENSATION**

\$13-16/hour depending on experience.

## **ABOUT OUR COMPANY**

Pistachio Press is a boutique letterpress printing and design studio based in Cincinnati, Ohio. We specialize in printing fine stationery and social invitations in addition to a line of greeting cards and paper products that we wholesale nationally. Our impeccable attention to detail and custom design options make us attractive to clients nationwide.

## **CONTACT INFORMATION**

Rachael Hetzel (owner), [info@pistachio press.com](mailto:info@pistachio press.com)

## **HOW TO APPLY**

Send an email detailing your qualifications along with a resume. Please indicate your Monday - Friday availability. If we are interested in your application, we will contact you for an interview. No phone calls.