



Title: Finishing Specialist

Department: Production

Reports To: Warehouse Operations Manager

**Position Summary:** The Finishing Specialist is responsible for the finishing of client print jobs

**Key Responsibilities:**

- Accept materials for each assigned job, review and evaluate prior to beginning
- Installs banners into their correct stands based on job
- Applies Velcro to back of rigid materials
- Fits graphics for dye-sublimation
- Follow all safety policies and procedures
- Keeps area clean and maintained.

**Qualifications:**

- Expert attention to detail
- Desire to work collaboratively with a result driven approach
- Multitasker
- Able to communicate effectively and work well with others in a team environment
- Must have flexible working hours and schedule including the willingness to work overtime
- Act with great integrity; Be self-aware; Pursue professional development
- Takes personal pride in work; positive mindset
- Able to navigate through grey areas
- Lift up to 45 lbs.