



976 United Circle • Sparks NV 89431 • ph (888) 438-9473 • fx (800) 544-8051 • ResourceActionPrograms.org

Print Specialist

This position entails general print duties including: routine printing activities and light office work.

Responsibilities Include:

- Print Operator for Konica Minolta 920 (Black & White)
- Print Operator for Konica Minolta C6500 (Color)
- Trouble shoot both Konica Minolta 920 (Black & White) and C6500 (Color)
- Utility counts
- Calibration of both Konica Minolta 920 (Black & White) and C6500 (Color)
- Schedule all/any maintenance and/or service needed on printers.
- Inventory and order toner for printers
- Inventory paper (familiarized with all types and sizes), and all materials associated with printed materials
- Print and assemble multiple page booklets
- Print Labels (i.e. 30-up, 10-up, 6-up, 4-up, 2-up)
- Print shipping labels
- Process and scan data
- Print, process, and assemble Literature Requests for sales samples

Knowledge, Skill, and Abilities Required:

- Demonstrate excellent problem-solving skills
- Must be organized, self-motivated and able to multitask
- Takes great pride and ownership in the work produced
- Be creative and introduce new thinking and concepts to projects
- Independent work style, ability to plan and execute with little direction, creative problem-solving skills and initiative

Experience:

- Proficiency in Microsoft Word, Excel, and Outlook is required
- Previous experience in an office environment
- Basic knowledge of general office procedures
- Bilingual a plus

The perfect candidate would be a team player with great communication skills and a can-do attitude. It's a very fast pace environment so a sense of humor is a plus. For more information about the company, please visit www.resourceactionprograms.org. This is an onsite position in Sparks, NV.

Please no contract or freelance applications. Please send your resume, examples of you work, salary requirements and date of availability to Tiffany James at tiffany@etlproducts.com.