



## **Shipping and Finishing Position**

Duties and Responsibilities:

- Obtain and process daily customer orders.
- Receive deliveries of supplies and products and stocks inventory.
- Assist in sorting, packaging, and labeling of products.
- Keep work area clean and neat.

Qualifications:

- Must be flexible and work well with shipping and finishing department personnel.
- Clear background check.
- Drug free workplace.
- Must be able to lift 50 lbs.

Please contact Mickie Phillips, HR, at 865-970-3963 or [mphillips@chroma-graphics.com](mailto:mphillips@chroma-graphics.com) to discuss opportunity.

## **SCREEN PRINTER**

### Job Description:

**JOB SUMMARY:** Responsible for the development of required screens to all printing presses. Must be able to multi-task and to follow daily schedules based on designated production standards.

**EDUCATION / EXPERIENCE:** A High School education or GED is preferred. At least one year experience in the screen printing industry preferred but not necessary.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to read Production Specifications Sheets to determine job specifications. These include: press, size and colors. Must also complete necessary paperwork with job jacket.
- General screen room maintenance, including daily cleaning.
- Must maintain adequate number of screens for each press to keep pace with demands.
- Responsible for reporting inventory needs to Production Manager for required consumables.
- Responsible for quality control. Must maintain consistent screen quality through adhering to established procedures and inspection.
- Must work closely with the Art Department to monitor new film needs.
- Responsible for film positive storage and identification.
- Must be able to physically lift up to 50 lbs.
- Reference Screenroom Procedure Manual for detailed task descriptions.

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