LOUISIANA ASSOCIATION FOR THE BLIND

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Job Posting

Job Title: **Production Assistant**
Department: **Ability Printing**
Location: **Claiborne Ave.**
Reports To: **Administrator/Graphic Designer**

Overview: Ability Printing's Production Assistant must be a dependable multi-tasker with a great attitude, strong work ethic with great communication skills. Consistently respond to customer requirements in a professional and ethical manner. Ensure superior service and products through exemplary customer service and reliable production processes. The Production Assistant is responsible for printing, bindery, finishing, daily maintenance, as well as serving as a backup to Production Lead.

Duties include but are not limited to:

- Operate all digital equipment, including wide format printer, from start to finish
- Operate all finishing and bindery equipment
- Assist with operating and maintaining digital garment printer
- Assist with inventory of paper and supplies as needed
- Assist with customer service as needed
- Assist in ensuring a safe work environment in the production area
- Serve as a backup to the Production Lead in all pertinent areas

Qualifications:

- Must have a High School diploma or GED
- 5 years of experience in a digital printing environment
- Must have experience with Adobe Acrobat and Microsoft Office
- Ability to visually distinguish colors and be able to match color of printed pieces to the color of approved proof.
- Have the ability to identify paper grades and weights
- Ability to work independently with minimal direct supervision
- Capacity to multi-task and meet deadlines
- Good interpersonal skills, including the ability to communicate and work effectively and efficiently with co-workers and customers
- Attention to detail
- Must be able to lift 20 pounds or more
- Ability to stand or sit for extended periods, with occasional bending, stooping, reaching, twisting, pushing, pulling, carrying and lifting.

Louisiana Association for the Blind (LAB) is an equal opportunity employer. LAB does not discriminate on the basis of age, sex, race, religion, national origin, disability, veteran status or any other classification protected by federal, state, or local law. LAB is a drug free work place. Applicants will be required to pass a pre-employment drug screen and background check.

Applications and/or resumes will be accepted via mail, email or fax.
Louisiana Association for the Blind
1826 Claiborne Ave., Shreveport, LA 71103
Monday – Friday: 7:30 A.M. until 3:30 P.M.
ylars@lablind.com • 1-888-831-2308 (secure fax)

Applications are available via the website:
https://lablind.com/employment.php