Job Title: Screen Printing Shop Assistant

Company Overview:

We are a reputable screen printing company specializing in creating high-quality prints for various clients and industries. As a shop assistant, you will play a vital role in supporting our production team and ensuring the smooth operation of our screen printing shop. Your attention to detail, organizational skills, and ability to work collaboratively will contribute to the success of our daily operations.

Job Summary:

As a Screen Printing Shop Assistant, you will assist the production team in various tasks to ensure efficient and seamless screen printing operations. From preparing materials to organizing the shop, your contributions will directly impact the quality and timeliness of our products.

Responsibilities:

1. Material Preparation: Assist in preparing materials required for the screen printing process, such as sorting and organizing garments or substrates, prepping screens, and ensuring an adequate supply of inks and other consumables.

2. Machine Setup: Help with setting up and preparing screen printing machines for each job, including loading screens, adjusting settings, and calibrating the machines.

3. Printing Support: Provide assistance during the printing process, which may include loading materials onto the machine, monitoring the printing process, and ensuring proper color registration.

4. Quality Control: Collaborate with the production team to inspect printed items for quality assurance, identifying any defects or inconsistencies, and making note of any necessary adjustments.

5. Cleanup and Maintenance: Assist in cleaning screens, machines, and work areas after each print job. Contribute to the overall maintenance of the shop, ensuring a clean and organized environment.

6. Inventory Management: Help maintain inventory levels of printing supplies and consumables, informing the supervisor when replenishment is needed.

7. Order Fulfillment: Assist in packing and organizing finished products for shipping or customer pickup, ensuring accurate order fulfillment.

8. Record Keeping: Maintain organized records of production output, materials used, and other relevant data.

9. Safety Compliance: Adhere to all safety guidelines and protocols to ensure a safe working environment for all team members.

Requirements:

1. Attention to Detail: Strong focus on accuracy and precision to support the production of high-quality prints.

2. Organizational Skills: Ability to manage multiple tasks, prioritize workload, and maintain an orderly workspace.

3. Communication: Effective communication skills to collaborate with team members and follow instructions accurately.

4. Physical Stamina: Capable of standing for extended periods and performing manual tasks involved in the printing process.

5. Adaptability: Willingness to learn and take on new responsibilities as needed in a fast-paced environment.

6. Team Player: Demonstrated ability to work collaboratively with the production team and support their efforts.

7. Previous Experience: Prior experience in a screen printing shop or a similar production environment is a plus, but not mandatory.

Join our dedicated team as a Screen Printing Shop Assistant, and be a part of our commitment to delivering outstanding prints and satisfying our valued clients. Your contributions will be essential to the success of our screen printing operations.