

**JOB TITLE:** Sign Shop Associate

**DEPARTMENT:** Sales

**SUPERVISOR:** Sales Support Manager

**ABOUT ACE DISTRIBUTING:** Ace Distributing is a leading beverage wholesaler in South Central Pennsylvania. Thousands of local Pennsylvanians are touched by Ace Distributing's extensive portfolio, ensuring the delivered happiness to society. Ace Distributing has been nominated for the Craft Beer Distributor of the Year Award nationally through the Brewers Association & National Beer Wholesalers Association, through the recommendation of its brewery and retail partners.

**POSITION SUMMARY:** Sign shop seeks a team-oriented Sign Shop Associate with Sign Industry experience. This position is responsible for a wide range of duties related to the production and post-production of industry signage, with some design opportunities.

**KEY FUNCTIONS**

- \* Trimming & laminating of small cards to large posters
- \* Applying wide format vinyl print decals to coroplast substrates up to 12'x5'.
- \* Knowledge of wide format digital printer and latex printers
- \* Design and create all types of signs, mainly backup tap handle decals
- \* Operate and help to maintain all machinery
- \* Maintain an organized, clean and professional work area
- \* Perform other duties as required

**OTHER FUNCTIONS** - Must comply with other duties as assigned by supervisor.

**PREFERRED JOB REQUIREMENTS**

- \* Minimum of 5 years' experience designing in both Adobe Illustrator & Photoshop
- \* Knowledge and experience of different medias (Scrim banner, wind banner, coroplast, lamination, card stock, large scale vinyl decals)
- \* Excellent communication skills and ability to multitask in a fast paced work environment
- \* Minimum of 5 years of wide format vinyl print application experience, especially large scale sheets up to 12'x5' by hand.
- \* Interest in learning and improving skills
- \* The physical ability to perform the job (lifting up to 50lbs, bending, standing)

## **WORKING CONDITIONS**

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization*