

# Graphic Design & Sign Production Assistant

## Job details:

Job type: Permanent/Part-time

Shift and schedule: Monday to Friday

Expected hours: 20 – 30 per week

Wage: \$18-21/hour depending on experience

Overtime: Yes, when available

Location: Regent Signs - 6909 76th Avenue NW, Edmonton, AB - In person

Benefits: Paid time off

Flexible Language Requirement: French not required

Availability: Immediate

## Full job description:

### Duties

- Develop basic sign graphics using design software
- Design and create custom signs using various materials and tools
- Operate sign-making equipment such as vinyl cutters, plotters, and printers
- Prepare and apply vinyl graphics to signs
- Collaborate with clients to understand their signage needs and provide design recommendations
- Maintain inventory of sign-making materials and supplies
- Ensure all signs meet quality standards and customer specifications

### Experience

- Previous experience in sign making or graphic design preferred
- Proficiency in design software such as CorelDRAW, ONYX
- Familiarity with sign-making equipment and tools
- Knowledge of different sign materials and their applications
- Strong attention to detail and ability to work accurately with measurements
- Excellent communication skills to collaborate with clients and team members, including Microsoft Outlook

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Please submit your resume highlighting your relevant experience in sign making or graphic design.

Daily Duties:

Primarily, Templated Design

- your duties would be completing templated design work

Secondly, Art room manufacturing

Third, Residential Sign Prep,

- Assisting with daily sign prep when necessary due to high volume

- Cross-train within to be illness/vacation coverage for other staff.

How to apply:

Apply through our [Indeed link](#)

Closing date: April 30, 2024