

## Graphics Production Associate - Available Now - Full Time



[Award.com](http://Award.com) (Fremont)

### Job Summary

We are seeking a detail-orientated, responsible, and hard-working individual to join our e-commerce company. The job consist of fulfilling customer orders by using graphics software, operating the printers that create the products, and working directly with customers via phone and email to answer order questions. Our company is small but fast growing and you would be a key contributor to the success of our business. Employment is for a permanent full-time job, not a seasonal job.

### About Award.com

Award.com is a leading online retailer of recognition products and personalized gifts. We distinguished ourselves with our excellent customer service, high quality craftsmanship, and our industry leading online design tools.

### Responsibilities

- Fulfill orders by creating customer layouts using graphics software
- Operate printers, engravers to create the designs on different media
- Directly communicate with customers via email and phone

- Updating product catalog and inventory
- General administrative tasks

### Job Requirements

- Experience with Corel Draw a plus. Intermediate Experience with Illustrator and Photoshop
- Applicants should have a knack for layout and typography
- Ability to multi-task between order fulfillment and customer service
- At least one year customer service experience
- Excellent verbal and written communication skills
- Creative, detail oriented, hard-working, flexible and organized
- Ability to work independently and perform well in a fast pace environment
- Professional demeanor and pleasant under pressure
- Background check required

### Additional Job Information

- Office located in Fremont CA
- Occasionally be required to lift up to 20 pounds
- This position is in a well-lighted, heated and air conditioned indoor office setting
- The noise level exposure is moderate in that it functions in a business office setting with printers and machinery
- There is no travel required for this position
  
- Work hours: 9:00-5:30 Mon-Fri
- Location: Fremont, California
- Compensation: Starting at \$14.00 per hour; Competitive Pay Based on Experience
- Non-Exempt Position; Full-time hire

For interested applicants, please have them email their resume to [jobs@award.com](mailto:jobs@award.com) or call 510-673-880.