

Company: Shuma Sports / Print Perf

Position: Press Assistant - Screenprint Assistant

Location: 800 Progress Center Court Suite 400 Lawrenceville, GA 30043

Website: www.shumasports.com

Job Description

- Assist the Press Operator to ensure that processes are running smoothly and efficiently.
- This is a part time position (20-30 hours per week)
- \$12/ hour

Responsibilities

- Receiving product shipments
- Prepping product for printing
- Setting up layout to ensure efficient space utilization
- Directing product to the correct location for decoration
- Pulling printed product from the dryer and assuring correct quantities
- Communicating with coordinators and sales reps about shipment shortages, order completion, defective product, etc.

Qualifications

- Ability to lift and move boxes up to 40 pounds
- Proficiency in Excel
- Highly Organized
- Proven ability to set initiatives for process improvement
- Leadership skills and ability to manage others
- Strong Communication skills
- Knowledge of the Sporting Goods industry is preferred