

Come join our team at Printshop Northwest!

We are a well organized and creative crew that have fun and work hard to produce product, incorporating the original artwork of local artists, and encourage a collaborative and creative experience for the customer. Printshop is now taking applications for full and part time positions in store management and staff, for both our Eastsound and Friday Harbor locations.

The Opportunity

We are looking for professional and customer service-oriented individuals who are excited about being a part of a creative team and excited about what we are doing.

The ideal candidates have strong organizational and time management skills. In addition to being excellent communicators, they are socially dynamic, computer savvy, enjoy working in the arts and enhancing customer experience, by involving them in the creative process.

In thinking about assembling the Printshop team we are most excited about the growth and creative opportunities this can present. We see a great opportunity, individually, for people to bring their own unique talents and further their interest and education in different areas.

Summary of Key Responsibilities:

- Oversee customer service, to include in-store, online, and wholesale clients.
- Execute print production and ensure printing quality standards are maintained.
- Develop expertise with our POS system, to include product listing accuracy and visual representation.
- Execute inventory management of both the physical and online stores.
- Maintain appropriate inventory of ink and supplies necessary to ensure all printing is conducted efficiently.
- Conduct shipping and distribution of instore, online, and wholesale orders.
- Engage with customers in an effort to elevate their experience.
- Conduct daily cash register reconciliation.
- Maintain outstanding store condition and visual merchandising standards.
- Participate and facilitate special in-store events
- Ensure that both employees and customers are provided with a safe and clean store environment.

Required Skills and Abilities:

- Excellent communication and interpersonal skills
- Possess a genuine enthusiasm for working with the public, the Printshop team and, when appropriate, alone
- Creative thinker who is skilled at collaborating with a creative team
- Excellent problem solver
- Appreciation for the printed arts and knowledge of the printing process is a plus.

We have one immediate opening and additional opportunities for both seasonal and year-round employment. At all levels of employment there is significant room for growth and consequential compensation.

If you're interested in applying, please [send us an email](#) with your cover letter and resume.