



JOB OPPORTUNITY
Presto Products Company

Position	Graphics Process Administrator	Education	Associates Degree
Department	Art	Experience	3 years work experience
Hours	Full-Time, 40 Hours Per Week	Apply by	February 29, 2012
How to Apply	Mail Resume to: Graphics Process Administrator Human Resources Department Presto Products PO Box 2399 Appleton, WI 54912-2399		

Position Description

COMPANY OVERVIEW:

Presto Products Company is the PREMIER supplier of store brand bags, wraps, and containers. With entrepreneurial beginnings, we now have 50 years experience as a manufacturer. As a business of Reynolds Packaging Group, this combination gives us the strength and agility to provide leading-edge products and services that help our customers compete.

To support the overall graphics process which results in packaging for our private label consumer products.

Specific Responsibilities

- Provide administrative support to the Graphics Process Manager, overseeing the graphics process from concept to printed materials
- Ensure accuracy and continuity of printed materials within brands and product lines
- Interact professionally with customer designated design agencies and directed.
- Maintain/manage graphic assets on the internet and provide customer access as needed/directed.
- Detailed inspection of graphics submitted by design agencies, ensuring FTC compliance, line consistency, and accurate product definition/depiction.
- Ordering and filing UPC codes.
- Coordinating mock-up orders and/or constructing mock-ups as needed.
- Uploading and downloading current files to websites for access by printers and import vendors.
- Access and downloading ECO/PMF data from Oracle to the Art database.

Qualifications

- Strong general computer skills.
- Mac and database computer experience preferred.
- General carton layout/design knowledge. FTC guideline knowledge preferred.
- Excellent interpersonal and communication skills.
- Strong organization and multi-tasking skills.
- A graphic design background is preferred.

Pre-employment drug screening required.

Background check required.

Presto Products recognizes that our people make the difference. We offer a competitive salary and an attractive benefit package to include; medical, dental, 401K with match and more. We are an equal opportunity employer.