



We are looking for a manager for our fast paced, growing shipping and printing business in Big Sky, Montana. Join our team and become part of our family. You report directly to the business owner.

Duties include, but are not limited to:

- Overseeing the daily operations of the entire business
- Supervision of a small staff
- Communication with the customers
- Helping with Packaging and Shipping
- Operating of printing and finishing equipment
- Managing Printing Projects
- Light Graphic Design
- Light bookkeeping (billing, payroll)
- Ordering supplies/ communicating with vendors

Requirements:

This is a very fast pace and ever-evolving environment with a wide variety of products and services. An ideal candidate must be detail oriented, with excellent customer service and communication skills. General computer knowledge required; MS Word, MS Excel - a must ; Adobe Suite (Illustrator, Acrobat, Photoshop, InDesign) - preferred. Must be able to work independently, prioritize and complete multiple deadline driven projects in a timely fashion. Experience in printing or shipping industry a plus but not required. Above all must be willing and excited about learning new skills, we will train the right person.

Salary DOE, paid vacation, performance bonus, flexible hours when needed are possible. One bedroom condo with a loft in Big Sky available for rent (pool and jacuzzi access).

Application form available online - www.qpbigsky.com/employment_application.pdf.

Email resume and application form to sales@quickprintwy.com