



**Location for this position:**

**Rowmark**  
**5409 Hamlet Drive**  
**Findlay, OH 45840**

**Title:** Graphics Technician

**Reports To:** Fabrication Shop Supervisor

**Primary Purpose:** Support and assist the company's marketing efforts with the development and production of creative and market-driven sales tools, displays, samples and customer orders.

**Expected Attributes of Employees:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity.
- Competent in communicating and building relationships directly and openly throughout the organization, strong verbal and written communication skills.
- High level of problem solving, troubleshooting, and multi-task/project management skills.
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Team-oriented customer-centered spirit with a passion to learn in a fast-paced, goal/deadline-driven atmosphere
- Capability to manage complex projects from beginning to end, successfully balance multiple projects and ensure timely and successful project completion.

**Qualifications:**

- Computer experience and knowledge a must – CorelDraw, Adobe PhotoShop *or related graphics programs*, Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to operate and maintain all fabrication equipment (laser engraver, rotary engraver, sublimation printers and heat presses, digital printers, heat transfer printers, saws, hand and power tools). Training provided.
- Creative talent paired with understanding of sales and marketing techniques.
- Excellent verbal and written communication and organizational skills, as well as a commitment to quality work.
- Adept at handling multiple complex projects simultaneously under pressure to meet tight deadlines
- Previous leadership or supervisory skills a bonus, not required.
- Strong organizational and planning skills.
- The employee must occasionally lift and/or move up to 45 lbs.
- Duties may require standing for an extended period of time.

**Primary Duties & Responsibilities:**

- Production and fabrication of marketing materials (signs, samples, sales tools, trade show displays, etc.) involves operating all fabrication equipment (laser engraver, rotary engraver, sublimation printers and heat presses, digital printers, heat transfer printers, saws, etc.)
  - Work includes: graphic manipulation, fabrication, assembly and finishing all assigned projects.

# Rowmark®

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- Use of graphic software programs, to design prototypes or proofs of items then submit for further development and/or approval
- Utilizing Rowmark materials and rotary/laser engraving equipment, UV-LED printers, heat transfer and sublimation printers, fabricating sample signage, marketing pieces, sales tools, etc.
- Perform routine and specialized maintenance on all equipment to ensure quality performance of machinery
- Assist product development/quality department with product or material testing as necessary
- Assist with engraving testing using Rowmark or competitive products
- Layout graphic files for optimum productivity and reduced run time
- Maintain and organize historical job files on server
- Improve fabrication techniques to increase yield and reduce scrap
- Train others on the use of fab shop software and related equipment
- Maintain and submit to supervisor requests for related shop supplies, spare parts for equipment, cutters and tools as required
- Exhibit operator competency with all fabrication equipment
- Understand and meet the expectations (quality, service, and timeliness) of the end-user.
- Check own work and the work of others to ensure expectations are met or exceeded.
- Assist Marketing Department with on-going project list, which may include, but is not limited to:
  - Product prototypes
  - Digital marketing
  - New product marketing tools
  - Product brochures
  - Product launches
  - Technical data sheets
  - Display boards
  - Trade show sample production
- All other duties as assigned

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## ***At Rowmark, we are passionate about making our customers look great!***

We proudly manufacture, market and distribute of a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success. Partnered with Bertram Capital since 2013, the Rowmark family of companies is staged for major growth. Rowmark's family of companies is headquartered in Findlay, Ohio.

Rowmark recently joined forces with several very successful domestic distributors (Johnson Plastics, LaserBits and Bur-Lane), leading to our introduction of Johnson Plastics Plus in 2017 as the leading supplier/distributor to our customers in the engraving, sign-making, awards/recognition, industrial, hospitality, hobby markets. As part of the Rowmark family of companies, Johnson Plastics Plus strives to provide world class service to our customers every day with eleven distribution points throughout the United States. With customer service/distribution centers also located in Belgium and Australia, our extensive product line of sheet materials are distributed in over 80 countries around the world.



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Rowmark also serves as sales resource for the digital printing equipment within the signage, promotional products, and awards/recognition markets.

Rowmark also owns and operates a separate lamination and film business unit in Trenton, NC as well as a custom plastic sheet division (Premier Material Concepts – PMC), which serves the engineered custom

plastic sheet industry with materials for a variety of custom applications, primarily for the thermoforming industry.

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Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

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We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kwinner@rowmark.com](mailto:kwinner@rowmark.com)