***Location for this positon:***

*Accent Signage Systems*

*12450 Oliver Ave S*

*Burnsville, MN 55337*

[*https://www.accentsignage.com/*](https://www.accentsignage.com/)

**Title:**  Sign Layout Technician

**Reports To:** General Manager

**Primary Purpose:** Responsible for translating existing customer artwork files into ADA-compliant production layouts with Adobe software. Layout accuracy is essential as our production team uses the layouts as blueprints for production. Ideal candidates will have an excellent eye for detail, can learn quickly, and can prioritize tasks and work orders based on their urgency.

**Expected Attributes of Employees:**

* Positive attitude with a high level of accountability, personal drive, ambition, integrity
* Competent in communicating directly and effectively throughout the organization
* High level of multi-tasking skills, with a strong attention to details
* Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
* Demonstrated strong oral and written communication skills
* Ability to balance issues emotionally and objectively and empathize with other employee concerns

**Qualifications:**

* Experience in Adobe Illustrator and Photoshop is required.
* Bachelor or Associate degree in relevant field

**Primary Duties & Responsibilities**

* Create production layouts using the supplied software: Adobe Illustrator, Photoshop, Gravostyle, and CorelDraw
* Work in a collaborative environment with multiple departments including sign fabrication, project management and customer service.
* Meet order deadlines in a fast-paced environment
* Be an integral part of interior sign production from initial artwork to final sign design and fabrication
* Prioritize workload to manage multiple projects simultaneously
* Become familiar with the computer network, file sharing systems, and protocols for file naming and saving

**Accent Signage Systems** is an award-winning wholesale fabricator of ADA interior signage for both the national and international markets.

Accent Signage Systems 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.

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: *kconroy@rowmark.com**.*