



## Executive Assistant

Have you ever been told you are TOO organized? Do you enjoy working on multiple tasks to the point no two days look the same? If so, we may be looking for YOU! [PrintIt](#) is a fast paced and growing company based in San Antonio, TX offering its customers a wide range of creative and commercial print services and is now looking for someone to be our master organizer and customer ambassador.

**The Company:** [PrintIt](#) began as the in-house print shop for [Cruising Kitchens](#) but now operates as its own entity, providing a wide range of creative and print services that include graphic design, large format printing, professional vehicle wraps, custom screen printing, embroidery and more.

**The Position:** We're looking for an Executive Assistant who is a self-starter, does not require constant supervision and direction, is detail oriented, highly organized, can keep up in a fast paced environment, is adaptable, flexible and can laugh...especially at themselves.

- Starting pay \$12/hr (paid weekly), experience factored in to higher starting wage
- Standard office hours, M-F, 8a-5p or 8:30a-5:30p (no weekends)
- Job is in San Antonio, TX, no remote opportunities
- Immediate opening
- No medical or dental offered

### Requirements:

- High School Diploma required; some college preferred.

### Skills Desired:

- Working knowledge of MS Office Suite (i.e. Word, Excel, PPT).
- Working knowledge of Google Productivity products (Sheets, Docs, Drive, etc.)
- Working knowledge of calendar-based software (i.e. Google Calendar).
- Working knowledge of online invoice management software (i.e. QuickBooks).
- Strong organization skills.
- Strong coordination skills.
- Strong inter/intrapersonal skills.
- Effective oral & written communication skills.
- Customer service and/or account management experience preferred.
- Print shop or other shop office environment experience preferred.

- Solutions focused.

**Responsibilities:**

- Answering inbound phone calls and email inquiries.
- Quoting work and lead times.
- Quality check for production prior to customer delivery.
- Track re-work / re-order, QA.
- Ordering & inventory management.
- Online merchandise order management.
- Shipping of PrintIt customer deliverables.
- Calendar/Timeline management.
- Daily liaison with Director of Operations & Shop Manager.
- Daily liaison with Social Media Department for content, inbound leads and reputation management.
- Customer liaison for updates on quoted work.
- Attending weekly meetings with PrintIt Manager.
- QuickBooks management.
- Weekly maintenance scheduling for PrintIt equipment.
- Coordinating with internal employees to ensure weekly compliance as well as scheduling maintenance as needed.

**Location:** PrintIt Custom Wraps & Graphics. 2100 Mannix Dr, San Antonio, TX 78217.

To Apply, please send resumes to: [info@justprintitsa.com](mailto:info@justprintitsa.com)