



INDIANA STAMP CO., INC.

Founded in 1947. We are defined by these core values: integrity, teamwork, loyalty, quality, growth & communication.

4-DAY WORKWEEK 9 HOUR DAYS, MONDAY THROUGH THURSDAY WITH FULL BENEFITS

POSITION TITLE: TYPESETTER/GRAPHICS SPECIALIST

The position is 36 hours/week, with a complete benefits package, including health insurance with a health savings account, short-term/long-term disability, paid time-off, life insurance, matching 401K, along with other comprehensive benefits. We are looking for someone who wants to make a positive impact at work, values a strong work culture, cares about creating quality products, and is eager to learn new skills. If this describes you, please apply today!

Indiana Stamp produces a wide variety of products including hand stamps, ribbed-back rubber type and various other marking device products.

Job Responsibilities:

- Set text & artwork using Corel Draw for the manufacturing of stamps, printing plates and rubber type
- Digitally manipulate artwork, including scanning, placing within file, and resizing
- Match type exactly to explicit customer instructions
- Work with negatives and photopolymer plates
- Work in other departments for light production work as needed

Qualifications:

- Excellent typing and proofreading skills
- Solid math and spelling skills
- Ability to understand print measurement system, including picas and points, in addition to both metric and U.S. standard inches
- Excellent work record and work ethic
- Works well in team environment
- Attention to detail and ability to follow intricate instructions
- Flexibility to adapt to different work environments and tasks
- Previous experience in desktop publishing, small print shop or light manufacturing would be beneficial

If interested please email your resume and cover letter to hr@indianastamp.com, referencing position title in subject line.