

Visual Marking Systems (VMS) is a leader in high performance printing and custom graphic design of OEM Labels & Decals, Fleet Graphics, Signs, Banners & Window Graphics and Branded Apparel & Promotional Products.

Located in Twinsburg, Ohio, VMS has 60 years of experience in serving customers from a variety of industries. We create custom decals, overlays, POS/POP displays, nameplates, vehicle graphics, apparel and more. Beyond just a printer, VMS offers a wide range of services from customized graphic design to graphics installation.

Factory Positions

VMS is hiring reliable, hard-working people to fill positions in our manufacturing operations. We're looking for Analog Printing and Finishing Department employees, a Production Planner, and a HR Generalist.

Several manufacturing positions are available. Experience preferred, but not required as training will be provided as needed. Responsibilities vary and may include: Setting up and operating screen printing/digital press or finishing equipment according to written and/or verbal instructions, established company procedures, safety, and quality guidelines. Capable of solving printing/finishing problems, adjusting mechanical operation of equipment to keep quality, registration, color, and production speed at optimum level. Candidates should have the ability to work independently with minimal supervision.

RESPONSIBILITIES/DUTIES:

- Set-up of production equipment to ensure proper machine set-up, registration, ink viscosity, color, and print quality.
- Read job orders to verify quantity to be printed, color sequence, and substrate.
- Responsible for over-all machinery observation for optimum speed, registry, and print quality according to established standards.
- Recommends tooling and material handling changes to improve workflow or safety conditions.
- Must be able to run, adjust, and troubleshoot production equipment and machinery.
- Responsible for the repair, maintenance, and storage of production tooling and fixtures.
- Responsible for scheduling or performing preventive maintenance on production equipment.
- Responsible for scheduling production material handling or delegation of these duties.
- Ensures proper cleanliness of press, workstation, and immediate press area by returning unused ink to ink room, removing trash, rags, and extra press sheets.
- Maintain and provide production logs and reports as necessary.
- Assist in the design of new tooling or fixtures.
- Assist management in the training of production personnel.
- Maintains cleanliness of work area and equipment.
- Maintain assigned work centers in an organized and clean manner.
- Maintain preventive maintenance schedules on assigned work centers.
- Notify manager of all product non-conformance and machine abnormalities.
- Continuously search for the most productive ways to complete a task.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or related experience and/or training; or equivalent combination of education and experience. Must have good judgment of color, design, and printing quality.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to small group situations or other employees of the organization.

MATHMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving variables in standard situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is regularly required to sit, stoop, kneel, or crouch. The employee must regularly lift/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes, toxic chemicals, and heat. The noise level in the work environment is usually moderate to loud. Some independent travel may be required.

If you or someone you know is interested in learning more about our available positions. Please contact us at info@vmsinc.com or stop in our office to complete an application. VMS offers paid vacation and holidays, PTO, profit sharing and company subsidized dental, medical, prescription and life plans plus optional disability plans, Health Saving Account, Flexible Spending and 401(k) plan.

Production Planner

JOB DESCRIPTION:

We are looking for a qualified Production Planner to organize production according to demand and quality standards. You will ensure our goods are produced on time for distribution in a profitable manner. An excellent production planner is well-versed in production procedures and ways to optimize them. They are organized and results-driven with great problem-solving skills. Advanced communication and computer skills are very useful for the role. The goal is to ensure the smooth and cost-efficient flow of our production operations.

RESPONSIBILITIES:

- Coordinate production workflow for one or multiple products.
- Plan and prioritize operations to ensure maximum performance and minimum delay.
- Determine manpower, equipment and raw materials needed to cover production demand.
- Assign workers and other staff to production operations.
- Schedule shift according to production needs.
- Monitor jobs to ensure they will finish on time and within budget.
- Address issues when they arise aiming for minimum disruption.
- Obtain output information (number of finished products, percentage of defectives etc.).
- Prepare and submit status and performance reports.
- Keep paperwork organized.
- Collaborate with quality control, warehouse, and other staff.

SKILLS:

- Proven experience as a production planner.
- Excellent knowledge of production planning and quality control principles.
- Experience in MRP II (Manufacturing resource planning).
- Working knowledge of MS Office and ERP systems.
- Good at math and statistics.
- Strong organizational and problem-solving skills.
- Excellent communication abilities.
- High school diploma: Further education or certification is preferred.

Job Type: Full-time

HR Generalist

JOB DESCRIPTION:

We are looking for a (Human Resources) HR Generalist to join our team and implement various human resources programs. HR Generalists have a broad knowledge of human resources functions, from hiring to onboarding and from employee compensation to evaluation. If you have a passion for HR or are familiar with labor law and look to kickstart your career in the field, this is the place to be. Your role as an HR Generalist will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. You'll act as the main point of contact for employees' queries on HR-related topics. The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization.

RESPONSIBILITIES:

- Administer compensation and benefit plans.
- Assist in talent acquisition and recruitment processes.
- Conduct employee onboarding and help organize training & development initiatives.
- Provide support to employees in various HR-related topics such as leaves compensation and resolve any issues that may arise.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.
- Organize quarterly and annual employee performance reviews.
- Maintain employee files and records in electronic and paper form.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Ensure compliance with labor regulations.

SKILLS:

- Proven experience as an HR Generalist.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.
- Outstanding knowledge of MS Office.
- Excellent communication and people skills.
- Aptitude in problem-solving.
- Desire to work as a team with a result driven approach.
- BS/BA in Business administration or relevant field.
- Additional HR training will be a plus.

Project Manager

Summary: This position is responsible for assisting in the development and growth of long-term relationships with customers within assigned accounts. The Project Manager is responsible for working with prospects to determine if incoming leads are opportunities for sales. This position will be a liaison between customers and cross-functional internal teams to ensure the timely and successful delivery of our solutions according to customers' needs.

RESPONSIBILITIES:

- Assist in the development of new business and nurture existing customer relationships to meet objectives for long-term stability and growth
- Research and determine the quality of inbound marketing leads and work to develop new business
- Work with Strategic Account Managers to plan and manage large projects through completion (manages estimating spreadsheets for quoting, order entry, follow up, etc.)
- Build positive, productive, and long-lasting relationships with customers and team members
- Capable at multi-tasking in fast-paced work environment, within a Business-to-Business manufacturing environment
- Actively search and identify new lead gen opportunities and proficiently upsells customers in a collaborative team selling environment
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders
- Work with customers to ensure paperwork for quoting and other processes is complete
- Identify and grow opportunities within assigned accounts and collaborate with sales team to ensure growth attainment
- Stay up to date on industry trends and follow customers in the news
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level
- Strong organization, time management, and multi-tasking skills
- Self-starter with ability to work independently, minimal supervision, and participate in sales process and internal training process
- Excellent communication, interpersonal and negotiation skills that influence outcomes required
- Experience in delivering client-focused solutions based on customer needs

EDUCATION/EXPERIENCE:

- Four-year degree with a business, logistics or marketing related major
- Minimum of 2 years' experience in a related Account/Project Management or sales role preferred
- Experience with Microsoft suite, including Word, Excel, PowerPoint, Outlook required
- Experience reading and interpreting blueprint drawings/ engineer prints a plus
- Experience with the printed graphics industry is a plus

Customer Relations Executive

Summary: This position is accountable for receiving all customer and account inquiries and properly communicating appropriate actions to meet customers' requests. Responsible for providing world-class customer service to all VMS customers, both internally and externally. Serves as point of contact for business issues, returns, orders and servicing of accounts.

RESPONSIBILITIES:

- Responsible for daily order entry, post-sale service including issuing RMA's, problem solving, shipment notification, order status updates, prioritizing, expediting, and maintaining specified timelines.
- Navigates multiple computers, telephone, business systems, email, ERP, order entry, web portals and applications proficiently.
- Must be able to build positive, productive relationships with customers and team members.
- Actively searches and identifies opportunities to involve sales team or proficiently upsells customers in a collaborative team-selling environment.

MINIMUM QUALIFICATIONS:

- Excellent phone communication as well as interpersonal, verbal, and professional writing skills required.
- Exceeds at multi-tasking in fast-paced work environment.
- Excellent listening skills, problem solving, questioning, analytical and qualitative skills with ability to resolve conflict effectively.
- Strong organization, time management, and multi-tasking skills.
- Self-starter with ability to work as part of a team and also independently with minimal supervision and participate in selling processes and training activities.
- Type 60 words per minute or more is a plus.

EDUCATION/EXPIERENCE:

- High School diploma or equivalent required. Associate degree or equivalent preferred with a minimum of 3 years' experience in related customer service/order entry role.
- 3+ years' experience in business-to-business or administrative setting preferred.
- Proficiency with Microsoft suite, including Word, Excel, PowerPoint and Outlook required.
- Experience using Infor/Syteline ERP system a strong plus.
- Experience interpreting blueprint drawings and or engineer prints a strong plus.
- Proficient typing and order entry skills required for this position.

Embroidery Machine Operator

Badlime, our apparel and promo division is growing fast and we are looking for people to grow along with us! We prefer hiring experienced embroidery machine operators but are willing to train qualified candidates. Badlime is a high-energy, fast-paced environment with excellent growth opportunities. Visit us at www.badlime.com. We also offer a competitive set of benefits, including:

SIGNING BONUS UP TO \$1000.00

- Competitive wages based on experience.
- Comprehensive and heavily subsidized health, dental and vision coverage available.
- Paid vacation plans and paid time off (PTO) up to 3 days per calendar year.
- Seven and one half -day paid Holidays.
- 100% employee sponsored life insurance.
- Optional short-term disability, accident, cancer and other plans available.
- Incentive Bonus Programs.
- Matching 401k plan.
- On the job training.
- Employee discounts on work apparel
- A climate-controlled and casual work environment.
- Casual dress code and the ability to listen to music while you work!
- This is a full-time position with hours of 7:00am to 3:15pm Monday thru Friday with occasional overtime.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates sewing machine to embroider name, monogram, or decorative designs on garments, household articles, material, or uniforms and to stitch cording, braid, or emblems on material or garments.

Apparel Decoration Assistants:

Badlime, our apparel and promo division is growing fast and we are looking for people to grow along with us! No prior experience is needed, we are willing to train qualified candidates. Badlime is a high-energy, fast-paced environment with excellent growth opportunities. Visit us at www.badlime.com. We also offer a competitive set of benefits, including:

SIGNING BONUS UP TO \$1000.00

- Competitive wages. Starting wages of \$15.00 /hr with potential for increase after 90 days.
- Comprehensive and heavily subsidized health, dental and vision coverage available
- Paid vacation plans and paid time off (PTO) up to 3 days per calendar year
- Seven and one half -day paid Holidays

- 100% employee sponsored life insurance
- Optional short-term disability, accident, cancer and other plans available
- Incentive Bonus Programs
- Matching 401k plan
- On the job training
- Employee discounts on work apparel
- A climate-controlled and casual work environment
- Casual dress code and the ability to listen to music while you work!
- This is a full-time position with hours of 7:00am to 3:15pm Monday thru Friday with occasional overtime.

We are looking for candidates who can be trained to perform various functions in our apparel printing and embroidery departments as follows:

- Catching printed apparel at the end of the drying unit, stacking them by size, counting and inspecting them.
- Helping create screen printing stencils and reclaiming the stencils
- Assisting our shipping department with incoming apparel and inspection
- Heat transfer screen printing in our digital department
- Performing inspection and finish work on embroidered apparel.