

Sign Designer & Estimator

Job Summary

Come join a fun, fast-paced and growing company where you can use your creativity, design skills and your knowledge of signs. You will also learn more and grow as a sign designer. With us, you'll get opportunity to excel especially if you have a positive, can-do attitude and work well as a team member.

Company Overview & Core Values

High Value Signs & Studio is a full-service commercial sign company located in Irving, TX serving the Dallas / Fort Worth metroplex and we are growing rapidly. We are fast-paced, high volume and professional with efficient procedures and clear expectations. Our mission to be the best sign company in DFW is fueled by our core values of trust, excellence, safety, communication and a "can-do" attitude. We do lobby signs, building signs, monument signs, graphics for walls, floors, and windows, car and truck wraps and graphics, custom wall coverings, dimensional letters, and much more!

Job Duties/Performance Objectives

- Review Work Orders from the Salesperson
- Engage with potential clients if needed to determine needs and to obtain files
- Design signs and specify signs and work up estimates for costs using our estimating system
- Complete compliance check with the city ordinances and landlord requirements as needed
- Do design proofs in Adobe Illustrator showing the design and specifications
- Monitor email for notification that client has approved proof and move it into Production
- Print & Review Work Orders, Proofs, and Bill Of Materials after notification of Final Proof Approval
- Complete permitting/contractor registration activities for signs as needed
 - Complete Permit applications and Contractor Registration applications
 - Complete requests for stamped engineering drawings and ensure they get done
 - Submit permit apps/contractor registrations via email/online
 - Collect/scan approved permits and add to our shared drive
- Create accurate production art files in Adobe Illustrator
- Sends jobs to Production and/or Purchase Orders to outsourced vendors and follows up to ensure signs delivered on time
- May help with production and fabrication tasks like printing, cutting, taping, weeding; may occasionally help with things like painting, sawing, bending metal and wood or helping with installs
- Follow Up to ensure jobs are completed on time
- Quality = Ensure quality sign and service at every step – double checking specs and quality
- Other duties as assigned

Key Competencies/Experience Requirements

- Must be skilled in Adobe Illustrator and Photoshop.
- Must have good written and verbal communication skills.
- Must have strong work ethic, professional demeanor required.
- Organized, highly detail oriented, reliable.
- High School Diploma or equivalent (GED).
- Must possess a valid driver's license.

- Ability to pass a background check upon hire.
- Good close vision and excellent color vision.
- Be familiar with and skillful using basic hand tools, (X-Acto Knife, Utility Knife, T-Square, Ruler, Tape Measure, Drills, Saws, Calculator, Burnishing Tool, Scissors).
- Comfortable using computers for order processing and quoting.
- Able to lift up to approximately 50 pounds.
- A plus: Ability to operate HP 360 printer, Onyx rip software, plotter and laminator.

We offer an excellent Benefits Package that includes the following after a certain time of continuous full-time employment:

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- Salary based on experience and skills and results achieved
- Mileage reimbursement for company business (immediate for all staff)
- 401k and 401k Company matching
- Paid holidays and vacation
- Wellness Program benefits
- Medical/dental/vision insurance options
- Financial Wellness Program benefits
- Fun, fast-paced, organized, structured work environment
- 40-45 hour work week for good work/life balance

To apply:

If this position caught your eye, send us your resume! For best consideration, send an email with the Job Name and where you saw the posting in the Subject Line and attach a copy of your resume to myra@highvaluesigns.com.

If we select your resume, we will call you to schedule an interview over the phone. To prepare for that conversation, please take time to think about your professional strengths and to think about what your current life and career goals are (apart from just getting a job).