



## Job Board Posting

<b>Job Title</b>	<b>Customer Service Representative</b>		<b># of Openings</b>	<b>1</b>
<b>Company Name</b>	<b>Integrated Graphics, Inc.</b>	<b>Industry/Nature of Business</b>	Commercial Printer	
<b>Worksite Address</b>	1198 Nagel Blvd., Batavia, IL 60510	<b>County</b>	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb	
<b>Job Type</b>	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>		<b># of Hours Per Week</b>	40
<b>Required Schedule/Shift</b>	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Saturday		<input checked="" type="checkbox"/> Day/1 <sup>st</sup> Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 <sup>nd</sup> Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 <sup>rd</sup> Shift	
<b>Salary Rate/Range</b>	\$40,000 to \$50,000 Per Year-- Depending on Qualifications	<b>Benefits</b>	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> 401K <input checked="" type="checkbox"/> Vacation <input type="checkbox"/> No Benefits <input checked="" type="checkbox"/> Dental <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Holiday Pay <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Pension <input type="checkbox"/> Other:	
<b>Job Description/Duties and Responsibilities</b>	As a member of our <b>Customer Service</b> team you will complete work orders from our customers to the plant and follow-up on all work in process.			
<b>Required Education Level</b>	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree                              Requirement(s) <i>(please explain):</i>			
<b>Other Job Requirements/Qualifications</b>	Previous Print/Mail Experience preferred.			
<b>Pre-Employment Requirements</b>	<input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify:</i> <input checked="" type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms			
<b>How to Apply</b>	In order to be considered for this opportunity, please apply In-Person; or, E-mail your resume to: <a href="mailto:RReeves@igprint.com">RReeves@igprint.com</a>			