

ATLANTIC PHOTO SUPPLY
IS HIRING FOR THE POSITION OF
ENTRY-LEVEL PRODUCTION ASSISTANT
AT OUR DARTMOUTH PHOTO LAB

At Atlantic Photo Supply we serve professional photographers from all over our region, as well as a large and loyal consumer base for all their photographic printing and camera needs.
We pride ourselves on efficiency, quality and professionalism.

JOB DESCRIPTION

The successful applicant will be an experienced and motivated individual, eager to work in a team environment that requires excellent communication skills and multitasking abilities. Duties will include shipping, logistics and inventory management, so attention to detail is a must! Exceptional customer service skills and the ability to stay organized in a fast-paced environment is required for this position.

Your duties will eventually expand from our shipping department into other areas of our company, including customer service and photographic production.

OUR IDEAL CANDIDATE WILL:

- Be able to multitask and stay organized in a flexible and fast-paced environment, while maintaining strict focus and attention to detail
- Be eager to learn a multitude of different systems in various areas of production
- Have excellent communication skills, both written and verbal
- Be efficient, with strong time management skills
- Have a solid understanding of computers, file management and network sharing
- Be proficient in Microsoft Word and Excel
- Be able to lift 50 lbs, as well as walk, stand and sit for extended periods
- Be willing to work flexible hours, including occasional weekends and evenings
- Interest in/knowledge of Photography and Photoshop is preferred, but not a necessity

HOW TO APPLY

Resumes (including a cover letter) may be submitted to General Manager Allen Sutherland via e-mail to allen@atlanticphotosupply.com or dropped off in person at our Dartmouth location **no later than August 4th 2023**, for a start date of late August 2023.

Successful candidates will be contacted directly for interviews.