

**Art Clerk**

Cedarstream | Full Time | Cedartown, GA, US

**Description**

The Art Clerk will work directly in the art department, an ideal candidate has an entry level knowledge of Adobe Illustrator.

The Art Clerk is responsible for art related data entry, order form creation, basic art revisions, contacting customers for art approvals and additional tasks that fall on the art department.

This position will require an individual with strong communication skills, excellent organizational and listening skills, an effective team player and communicator, the ability to adapt quickly to changing priorities, the ability to multi-task and identify problems and propose effective solutions.

Please email resumes to: [Kim@cedarstream.com](mailto:Kim@cedarstream.com)