



COPY AND PRINT PRODUCTION SPECIALIST (PART - TIME) JOB DESCRIPTION

JOB TITLE: COPY AND PRINT PRODUCTION SPECIALIST
DEPARTMENT: MARKETING

RESPONSIBILITIES

- Print and production of mail pieces via specified equipment, under the direction of the Print Project Coordinator
- Track inventory and ensure supplies are ready when in-house projects need producing
- Ensure equipment is operational and coordinate repair efforts with the Print Production Coordinator
- Track timelines for projects and push them to completion, with excellence
- Develop strategies to deal with equipment malfunctions and unforeseen pitfalls so that print production will continue on schedule
- Adhere to strict timelines, as directed by Print Production Coordinator

SKILLS AND ABILITIES

- Strong time management and organizational skills
- Excellent attention to detail
- Ability to lift 25 - 50 pounds without restriction
- Ability to stand for long periods of time

EDUCATION AND/OR EXPERIENCE

- Adobe Creative Suite, such as InDesign
- Proficiency in MS Word and Excel
- Experience with MS Publisher