

Expeditor Star Beacon

Position Title:Expeditor

Department: Advertising

Reports To: Director of Advertising Sales

Position Type: Full-Time

Date: September 1, 2012

Position Overview

The Expeditor works with all departments within the newspaper on projects that will assist in maximizing the newspaper's share of the total market.

Job Duties and Responsibilities

- Learn any new software for insertion order entry, uploading, tracking and retrieval of advertisement on system provided.
- Assist advertising sales personnel with the preparation of components for advertisements, specialty products, magazines and online advertising.
- Monitor advertisements to be uploaded, created, proofed and approved for publication through system provided.
- Troubleshoot problems in the preparation of advertising and readying ads for publication.
- Download camera ready advertising supplied by an outside source for publication.
- Confirm all production items have been received by the appropriate department by adhering to deadlines put in place by management.
- Finalize production for special sections and/or niche products for publication.
- Create promotional and marketing pieces in a timely manner as needed by Advertising Management Staff.
- Maintain good working relationship with newspaper personnel
- Provide excellent customer service

Supervisory Responsibilities

- None

Physical Demands

- Light

Minimum Qualifications

A minimum of two years relevant work experience. Working knowledge of the following: InDesign Creative Suite; Adobe Photoshop; and other programs associated with ad production and web ad design.

Preferred Qualifications

Candidate must have a positive attitude; be able to multi-task in a fast-paced environment; be detail-oriented, creative, and a problem-solver.

Compensation and Benefits

- \$18.00 per hour starting wage
- Full Benefits - Medical/Dental/Life Insurance
- 401k with company match percentage
- Paid vacation