



PRODUCTION SPECIALIST

800-CEO-READ, a bulk book e-commerce retailer in Milwaukee, WI, seeks a full-time Production Specialist to gather and execute, from ideation to fulfillment, all project components for 800-CEO-READ's customized book mailings. This role is under the general direction of the Special Sales Manager and includes connecting directly with clients to obtain project assets such as mailing lists, graphic components, and shipping logistics/directions.

Responsibilities

- Project fulfillment oversight and management
- Client communication for obtaining project assets, and throughout length of project
- Sourcing, purchasing, and maintaining project supplies
- Designing and ordering of print pieces such as bookmarks, stickers, custom book pages, and other promotional materials
- Labeling, stickering, crafting, and packing book orders
- Reviewing, validating, and formatting address list data
- Printing shipping labels via Endicia Professional, UPS WorldShip

Proficiencies Required

- Microsoft Excel and Word—address data and mail merge experience a plus
- Adobe InDesign, Photoshop, Illustrator—data merge experience a plus

Skills and/or Experience Required

- Customer service experience
- Strong writing/editing/proofreading skills
- Ability to do physical labor (packing and lifting boxes up to 30lbs)

Candidates should be organized, be detail- and process-oriented, and enjoy solving problems and the thrill of a well-executed project. Self-starters who feel comfortable putting their own stamp on initiatives—please provide examples in your cover letter—ideal. Previous work in a bookstore, a library, publishing, or other retail environments a plus. Understanding of concepts involving how information is exchanged between services and applications, both locally and in the cloud (REST, ODBC, CSV, JSON, XML, etc) desirable, but not necessary.

Salary & Benefits

Salary is \$35,000 yearly. Benefits include: 80% of healthcare policy coverage, disability coverage, 401k, and a healthy time off policy. Hours are approximately 8:30-5 M-F.

800-CEO-READ values curious, innovative thinkers who thrive in a relaxed yet high-performing work environment, and is proud to be an equal opportunity employer.

To apply: email resume and cover letter to Sally Haldorson, General Manager at sally@800ceoread.com (no phone calls please). Deadline is 4/23/2018.