

Position Title: Communication Specialists

Department: Creative Services

Reports to: Operations Manager

Responsibilities include creative and copy writing for a wide variety of marketing, HR and client materials including newsletters, press releases, flyers, benefit guides, print ads and brochures. This position will support multiple departments to include Client Services, Business Development and Human Resources.

Primary Functions: Provide assistance to internal departments and our clients to include:

- Creative Copy Writing
- Script Writing (Custom Videos)
- Benefit Guide Content Review
- Marketing Material Development
- Human Resources Form development
- Training Material

Objectives: Collaborating with cross functional business partners by providing creative ideas and then developing clear, accurate copy written communication material that include both electronic and print formats for our clients.

Major Responsibilities:

- Outstanding editing, written and verbal skills
- Ability to cultivate several projects at the same time
- Accuracy, attention to detail, flexibility, and ability to work in fast-paced, deadline-driven environment.

Publishing and Software Requirements:

- Microsoft Office Suite: Outlook, Excel, PowerPoint, Word, Publisher, & FrontPage.
- HTML
- Adobe Photoshop
- Illustrator, InDesign

Education and Experience:

- Qualified applicants must have a Bachelor's Degree in Marketing, Communications or a related field plus at least 2 years relevant work experience.
- Experience in working with social media.

Developed by: Randy Stober
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