

ANGUS

THE BUSINESS BREED

POSITION POSTING

The American Angus Association is seeking candidates for an experienced and well-organized **Print Media Coordinator** to provide the necessary support for the Angus Media print services production team. The successful candidate will become the point of reference for both colleagues and customers, managing schedules, sorting lists, managing printer quotes and providing feedback, documentation and information for the production team and customer.

The goal is to efficiently facilitate the production of print pieces for Angus Media customers and to maximize the production team's performance to produce an exceptional customer experience and product.

POSITION RESPONSIBILITIES:

- Coordinate print services team by communicating with customers, managing schedules, developing documents
- Contribute to the company's overarching goals by executing leadership driven strategies
- Communicate relevant information to the production team
- Ensure the accuracy of print materials
- Respond to complaints from customers and give support when requested
- Store and sort data in electronic form
- Handle the processing and billing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

REQUIREMENTS:

- Well-organized and responsible with an aptitude in problem-solving and multi-tasking
- Excellent verbal and written communication skills
- Good computer skills, including knowledge of Microsoft Office
- Familiar with Adobe Creative Suite concepts
- Ability to work in a fast-paced environment, meeting regular deadlines
- A team player with high level of dedication

EDUCATION/EXPERIENCE:

- Experience as a sales or marketing coordinator or other administrative position would be considered a plus
- Experience with vendor relationships and media
- Bachelor's degree in business administration or relevant field, or equivalent work experience, preferred
- Certification in sales or marketing would be an asset
- Cattle/Livestock sale background a plus, but not required
- Experience with WordPress or web development concepts is a plus

Employees of the Association enjoy a strong benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance and a 401K. Personal Time Off (PTO) is also included.

If you are interested, please submit a cover letter, resume and salary requirements to careers@angus.org.

The American Angus Association is the nation's largest beef breed registry with nearly 25,000 adult and junior members. The Association's goal is to serve the beef cattle industry, and to increase the production of consistent, high quality beef that will better satisfy consumers throughout the world. The Association is comprised of the parent company, the American Angus Association located in St. Joseph, MO, along with its four subsidiaries: Angus Genetics Inc., Angus Productions Inc., Certified Angus Beef LLC and the Angus Foundation. The American Angus Association is an EOE.