

JOB TITLE: EDITOR OF LAYOUT AND DESIGN

JOB SUMMARY: Follows direction from site manager and customer representative(s) regarding work products/client deliverables. Produce a variety of publications, both physical and digital, using Adobe Creative Cloud Suite software applications from media and content that is provided to you.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Has the ability to be proficient at the use of Adobe Creative Cloud Suite including InDesign, Photoshop, and Illustrator.
- Has the ability to understand office operating procedures and is responsible for following them.
- Has the ability to understand and follow direction regarding editing, design, and layout of materials for Desktop publishing.
- Has the ability to locate, reproduce, and distribute desktop publishing work products in accordance with established rules and procedures.
- Has the ability to follow security procedures regarding handling of different classifications of media and materials.

Performs other duties as assigned to meet the work needs.

REQUIREMENTS:

A high school diploma or equivalent (GED).

Some general office administration and some computer experience preferred.

Adobe InDesign, Photoshop, and Illustrator experience.

Ability to communicate verbally in English.

Ability to perform graphic layout and design and publication editing responsibilities.

Ability to lift boxes up to 30 pounds.

Excellent reliability, self-motivated, detail oriented.

Must be able to obtain a DoD Secret Clearance.

Other Requirements: Expected to be on time and at work for the entire working day. Legitimate excuse will be taken into consideration but will be documented. Working hours are specified based on the work location but are generally 8 work hours per day during normal business hours but may require, on occasion, work to be performed outside of those hours.

The employee must adhere to all safety and security requirements of the work location.

E-Verify: If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" system. Federal Law requires MCH to use the E-Verify system to verify the employment eligibility of all new hires, and obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system as a condition of continued employment. MCH Corporation is an E-Verify Participant.

TO APPLY:

Visit <https://www.mchcorp.com/Careers/itemid/2/Editor-of-Graphic-Layout-Design> or <https://www.mchcorp.com/Careers>

Contact Cathy Hamilton either by email at careers@mchcorp.com or by phone at 423-836-9600.

Date Posted: 07-11-2021

Closing Date: 08-31-2021