

PRINT SHOP PUBLISHER

Job Description

- ❖ Composition, layout and design of Legion Family Department Publications:
 - Newsletters, Books, Booklets, Forms, Brochures, Certificates, Post cards, Flyers, Business cards, Envelopes, Letterhead, plus other special print jobs as assigned.
 - Maintain files on all printed Publications.
- ❖ Strong ability to work with MS Office Suite.
 - ◆ *i.e.: Publisher, Word, Access, Excel, PowerPoint, Outlook*
- ❖ Maintain and Order all print shop inventory, certificate folders and award plaques for certificates: (Office Mgr. approval preferred)
 - Print shop inventory includes, but not limited to: all paper types, all envelope sizes, all box sizes, labels, tabs, and packaging material.
 - ◆ *Work with suppliers and provide direction of all deliveries*
 - Certificate folders & award plaques; order from outside supplier.
- ❖ Inventory and order supplies for Print Shop printers; T/abbing machine; Booklet folder and Postage machine. (Office Mgr. approval preferred)
- ❖ Assist in training of all Print Shop machines.
- ❖ Assist in all Mail operations:
 - USPS Postage machine, USPS Bulk & Pre-Sorted mailings and software and UPS Services.
- ❖ Liaison to Dept. Adjutant for Print Shop machine repair needs and potential machine replacement.
- ❖ Respond promptly to emails, calls and/or walk-in requests for special print jobs.
- ❖ Inventory and order janitorial supplies. (Office Mgr. approval preferred)
 - ◆ *Work with suppliers and provide direction when delivered.*
- ❖ Inventory and order other supplies as assigned. (Office Mgr. approval preferred)
 - ◆ *Work with suppliers and provide direction when delivered.*
- ❖ Inventory and order all supplies for Legion Poppies. (Office Mgr. approval preferred)
 - ◆ *Order all poppy making supplies from outside suppliers, and provide direction when delivered.*
 - *Manage inventory of Department Poppy Kits and Poppy orders.*
 - *Manage workers for making National Poppy orders.*
- ❖ Other duties as assigned.

American Legion Department of Illinois Employment Application

- ✓ Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

Employer _____ Job Order # _____
Job Title _____

PERSONAL DATA

Name _____
Present Address _____ City _____ State _____ Zip _____
Phone () - _____ Message Phone () - _____ E-Mail Address _____
Driver's License: Operator CDL CDL Type _____ Endorsements _____
Are you a Veteran of Military Service Yes No

EDUCATION

High School Diploma or GED? Yes No Post Secondary Degree? AA BA MA Ph.D.
Name of school beyond High School _____
Training Length _____ Date Completed _____
Major _____ Minor _____

WORK EXPERIENCE (List most recent work experience first)

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box *City* *State* *Zip Code*
Job Title _____ Phone () - _____
Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) ____ / ____ To (mm/yy) ____ / ____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____
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