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

| | g in ink. INCOMPLETE or UNSIGNED applications will not be consider | | | | |
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| We are an equal opportunity employer. We do not dismarital status, or disability. | iscriminate on the basis of race, religion, color, sex, age, national orig | | | | |
| ✓ Do you need an accommodation to participate in the | application or interview process? | | | | |
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| Employer | Job Order # Job Title | | | | |
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| PERSONAL DATA | | | | | |
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| Present Address | City State Zip | | | | |
| Phone() - Message Phone() | | | | | |
| | Type Endorsements | | | | |
| re you a Veteran of Military Service ☐ Yes ☐ No | | | | | |
| EDUCATION | | | | | |
| ligh School Diploma or GED? Yes No | Post Secondary Degree? | | | | |
| lame of school beyond High School | | | | | |
| raining Length | | | | | |
| lajor | | | | | |
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| ompany Name | Immediate Supervisor | | | | |
| omplete Address Street / P.O. Box | City State 7in Code | | | | |
| | City State Zip Code Phone () - | | | | |
| bb Description (duties, skills, equipment used) | | | | | |
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| Dates: From (mm/yy) / To (mm/yy) / | Reason for leaving | | | | |
| VORK EXPERIENCE | | | | | |
| ompany Name | Immediate Supervisor | | | | |
| omplete Address | 014. | | | | |
| ob Title | City State Zip Code Phone () - | | | | |
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| WORK EXPERIENCE | | | | | | | |
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| Company Name Immediate Supervis | | | | | | | |
| Complete Address | | 20 | | 07 | | 0/-/- | 7': 0: 4: |
| Job Title | • | Street / P.O. Box | | City | Phone | State | Zip Code - |
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| WORK EXPERIENCE | | | | | | | |
| | | | | Immediate Superviso | or | | |
| Complete Address | | Street / P.O. Box | | City | | State | Zip Code |
| Job Title | | Street 7 T.O. Box | | | Phone | | - |
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| Dates: From (mm/yy) | 1 | To (mm/yy) | 1 | _ Reason for leaving _ | | | |
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| | IN THAT CO | OLD HELP 100 QU | ALIF1 FOR | THIS POSITION | | | |
| Volunteer Work | | | | | | | |
| Licenses, Certificates, s | pecial skill | s, etc | | | | | |
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| LIST REFERENCES (prefe | erahly ners | ons who know at | out vour | work/training) | | | |
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| Signature: | | | | Date | e: | | |
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The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.