

JOURNEYWORKS PUBLISHING

763 CHESTNUT ST. • SANTA CRUZ CALIFORNIA 95060-3751
PHONE 800/775/1998 • 831/423/1400



P.O. BOX 8466 • SANTA CRUZ CALIFORNIA 95061-8466
FAX 800/775/5853 • 831/423/8102

Assistant to the General Manager

ABOUT OUR COMPANY

For more than 20 years, Journeyworks Publishing has been a respected publisher of award-winning health promotion pamphlets and other materials. Our national customer base includes public health and social service agencies at the federal, state and local levels, along with hospitals, clinics, universities, schools and community-based organizations. We are known for our creative approaches, colorful illustrations, easy-to-read text, friendly service and fast response to our customers' needs. We have an on-site staff of 16 at our office in downtown Santa Cruz, along with a variety of contract writers, editors, illustrators and printers.

OVERVIEW OF POSITION

The Assistant to the General Manager has a broad range of responsibilities, including

- working with our vendors (commercial printers) to manage production of our publications
- generating and analyzing reports
- providing customer service
- filling orders and requests for product samples
- collaborating closely throughout the day with customer service and order-fulfillment staff
- communicating regularly with editorial staff

This is a full-time, hourly position. Benefits include medical and dental insurance, an employer-funded pension plan, paid time off for vacation/sick time, paid holidays, and more.

QUALIFICATIONS

- Minimum of two years' experience in an administrative support or customer service position, preferably both
- Demonstrated ability to organize and manage project workflows, tracking multiple tasks through project completion
- Demonstrated competency in Microsoft Office applications, especially Excel, Outlook, Word and Access
- Excellent communication skills, especially on the phone and in writing; strong knowledge of grammar; experience using business correspondence style
- Experience cooperating closely with co-workers, sharing responsibility for tasks and communicating to ensure efficiency and quality of work
- Prefer experience serving as point of contact for resolving issues with computers and other office equipment
- Demonstrated ability to work effectively with people of diverse cultural and socioeconomic backgrounds

PHYSICAL REQUIREMENTS

Able to read, write and speak English effectively to our national customer base
Able to touch-type at least 30 words per minute
Able to walk up and down stairs
Additional requirements for occasional warehouse-related activities, as necessary

LICENSE /DOCUMENT REQUIREMENTS

Valid California class C driver's license (not provisional)
Clear DMV record

TO APPLY

Send to the attention of Human Resources ALL of the following:

--Your resume

--A cover letter stating why this opportunity interests you and why you are a good candidate

--Your required compensation

EMAIL jobs@journeyworks.com

FAX 831-423-8102

MAIL PO Box 8466, Santa Cruz, CA 95061

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

Journeyworks Publishing recruits, hires, trains and promotes in all job titles without regard to race, color, sex (including pregnancy), religion (including religious dress or religious grooming), age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

AT WILL EMPLOYMENT POLICY:

The employment relationship between Journeyworks Publishing and the employee is an at will relationship. The employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time at the option of either the company or the employee.