

Account Executive (Publishing), On-Site Plant Lead

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Company: Balfour

Location: Merida

Category: other-general

The Account Executive (Publishing), On-Site Plant Lead provides direct support to Publishing Account Executive team (US) by monitoring pre and post- production of yearbooks to ensure they meet Customers' quality expectations. Will also assist in completion of yearbooks by using Company's proprietary publishing software / Internal and customer written communication.

Essential Job Functions:

ON-SITE PLANT LEAD

Work in tandem with the US Account Executive Team to monitor, delay, hold or halt production of yearbook(s) as needed.

NOC reworks as needed.

Press/cover/end sheet checks (pull storage and looking or checking press sheets).

Ensure special-order materials have been ordered.

Verify film for UV is correct.

Ensure correct embossing dies are used.

Verify correct spelling of school names on covers/spines.

Oversee requests that may require outside assistance/vendors.

Hand walk rework on short schedule to ensure they are out the door as quickly as possible.

Work with purchasing department to verify special order materials.

Mail materials to sales representatives or customers (F&Gs for example).

Confirm quality critical copies are re

Hand work like inserting one-off tip ins.

TECHNICAL SUPPORT

Trains and learn company proprietary publishing software (e-mail, Studio Balfour, Studioworks, etc.)

Works with and communicate daily with US account executive team and assist with the completion of yearbook projects.

Use proprietary software to set up, upload files and specified content, and flow pages in preparation of printing process.

Job Specifications:

Specialized Knowledge/Skills:

Must be -% fluent in English

Excellent written and verbal communications skills (English)

Excellent phone skills required

Computer Literate; proficiency with Word, Outlook, Spreadsheet knowledge (basic Excel)

Knowledge of graphics and multimedia software a definite plus

Customer service/account management background a definite plus

Education/Experience:

Experience in similar position required

College preferred

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

AAC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive

consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

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