

Official Statement Production Team Specialist (West Coast Position)

OVERVIEW

ImageMaster, LLC, the leading distributor of official statements for municipal bond offerings in the public finance industry, is seeking to add a **Production Team Specialist** on the West Coast. Based in Ann Arbor, Michigan, we are committed to providing exceptional service to our clients. We are looking for a person that will work remotely with our west coast clients with support provided by our main office. This person will be responsible for receiving electronic versions of documents; reviewing and formatting them; and converting them to PDF for posting on ImageMaster's proprietary website for access to investors, issuers and others in the public finance industry.

This fast-paced, deadline-driven job requires a high degree of attention to detail, a great deal of flexibility, strong organizational and communication skills, and the ability to work well with others. The Production Team Specialist is an integral team member. Solid computer skills including high proficiency in Microsoft Word and Adobe Acrobat are required. All production specialists are cross-trained in document preparation, editing, website integration and creating print ready files for our in-house plant. ImageMaster will provide the training necessary for our proprietary software along with learning all aspects of the job from start to finish.

RESPONSIBILITIES

- Compiling and formatting electronic files for review and preparation
- Typesetting or laying out cover content in Adobe InDesign
- Creating a publish ready PDF file for posting and printing
- Posting documents, including official statements, on our proprietary website MuniOS.com
- Collaborating with public finance professionals and other production team members to make sure finished product meets client and company standards

QUALIFICATIONS

- Associates of Arts degree or higher, experience in the public finance industry preferred
- Proficient in Microsoft Word, PDF creation and editing; Adobe InDesign skills are a plus but not required
- Ability to effectively communicate with team members
- Strong attention to detail
- Ability to work independently while following a standardized procedure
- Ability to prioritize and manage multiple assignments
- Ability to multitask under pressure and meet time sensitive deadlines
- Ability to follow procedures and effectively communicate with team members and clients
- Commitment to high-level customer service
- Highly self-motivated, well-organized, and willing to work long hours when needed

Applications due by 5PM Eastern time, Friday, October 2, 2020. Please send a resume and cover letter to hr@imagemaster.com.

ImageMaster, LLC is an equal opportunity employer.