



Classified Pagination – Junior

Job Profile

- Responsible for the daily placement of Run on Paper and Classified advertorials
- Final editions from layout package to pagination system or editors for approval
- Plans, organizes, identifies problems, correct issues relating to ad placement and prepress layout and maintain workflow under demanding deadline pressure in a fast paced environment and adapt to changing priorities
- Updates and maintains master templates, styles and branded elements.
- Assists with concept and layout design according to brand templates and styles.

Skills required:

- High school diploma or any associates Degree required
- Well-organized, with a strong attention to detail and good problem-solving, time-management and communication skills.
- Quick and detail-oriented, with strong technical skills and layout design capabilities.
- Possesses understanding of content planning, file management software a plus.
- Understanding of all phases of design, layout and production.
- Able to work on multiple projects simultaneously and meet deadlines with changing priorities.
- Strong interpersonal, communications, and collaboration skills.
- Flexible for rotational shifts