

VILLAGES MEDIA MANAGEMENT, INC.

1100 Main Street
The Villages, FL 32159

JOB TYPE:	Advertising Services Assistant
DEPARTMENT:	Daily Sun – Composing
REPORTS TO:	Advertising Services Manager
FLSA STATUS:	Non-Exempt
PRE-REQUISITE:	Driving Addendum Required
UPDATED/REVIEWED:	1/1/2014

SCOPE OF RESPONSIBILITIES

This position receives and tracks scheduled individual display advertising materials and schedules preprint insertion orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different functions be performed when circumstances change or exigencies require (this includes but is not limited to emergencies, changes in personnel, workload, rush jobs, or technological developments).

Receive scheduled display advertising insertion tickets and advertising materials into electronic format for tracking.

Place finished individual display advertisements on correct assigned page to be sent to editorial department.

Account for missing or late advertising materials based on scheduled print deadlines.

Communicate missing or late advertising material information to Advertising Services Manager and Advertising Managers based on scheduled deadlines.

Receive and process after deadline approved additions or deletions of display advertising materials.

Work closely with Advertising Department to make sure scheduled deadlines for display advertising materials being submitted are met.

Schedule preprint insertion orders with production plant for distribution.

Insure correct preprints are inserted and distributed on scheduled day and specific ordered distribution zones.

Communicate with production plant, any change of scheduled inserts from already scheduled insert packages.

Reads proof against copy, using standardized code to mark grammatical or typographical errors that appear in proof.

Measures dimensions, spacing, and positioning of page elements (copy and illustrations) to verify conformance to specifications.

Marks errors using standardized code.

Returns marked proof for correction.

Checks corrected proof against copy.

EDUCATIONAL/EXPERIENCE REQUIREMENTS

High school diploma or general education degree (GED) and one to three years related experience; or equivalent combination of education and experience. Must have valid driver's license with record acceptable to company standards. Software computer knowledge (QuarkExpress, InDesign, Photoshop & Illustrator) experience a plus. Broad base of general clerical/secretarial skills, including typing/word processing, filing, phone/office reception and so forth. Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Good reading, spelling, and grammar skills. Ability to deal effectively with a wide variety of personnel and/or outside individuals/organizations.

TRAVEL REQUIREMENTS

IF required to transport from job to job, employee will provide own transportation to job site. When personal vehicle is used to transport to job site, VMM will reimburse the employee on the actual mileage of utilization based on the rate set by VMM at that time. Employee will act in a responsible way in the operation of their personal vehicle by complying with state laws in the operation of any motor vehicle including providing personal insurance on their own vehicle. VMM is not responsible for providing personal auto insurance or any loss or expense that may result in the use of the personal vehicle. Employee must use the proper restraints when operating their personal or a company vehicle.

SUPERVISORY RESPONSIBILITIES

Not Applicable

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

I have read, understand and am able to perform this job description with or without a reasonable accommodation.

Signature

Date

Print Name