

Commercial Services
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American Mail Center
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The BOSS needs you!

Pre-Press Layout and Production Design: The Office BOSS is looking for a key individual to assume graphic design and pre-press layout duties including print procurement and offset/outourcing project management. Expertise in desktop publishing utilizing Adobe Creative Suites: Illustrator, Photoshop, InDesign.

Web Designer/ Ecommerce Site Development: The Office BOSS has a contract position/part-time position available for Web Development/ ecommerce site management utilizing Dreamweaver and EDI. This individual should have excellent prior experience and examples of web site development. Knowledge of Google Adwords, advertising campaign development and SEO would be preferred.

Outside Sales / Marketing: The Office BOSS has an opening for an Outside Sales Representative. This energetic, highly motivated and self-governing person must have a high level of integrity and a desire to hustle. Previous experience in Sales is preferred but not an absolute requirement. The ability to listen to customers and make the long-term commitment to build and maintain relationships with customers is a must. Mixed commission/salary is TBD; however, the Sales Rep must show results and gain the trust and respect of potential customers. Past experience selling to CAL State entities is preferred. Detailed working knowledge of ACT CRM is a positive. Basic computer skills including working knowledge of Excel and Word is a fundamental. Fast learning curve on new software is required. Must be a team player and enjoy working with both fellow employees as well as customers in person and via phone.

Send Resume to Admin@TheOfficeBOSS.com

