

# FEDERATION POSITION POSTING

HUMAN RESOURCES WILL BEGIN INTERVIEWING FOR THE FOLLOWING POSITION:

**DEPARTMENT**

Public Relations

**POSITION**

Production Hub Specialist

**LEVEL**

11

**JOB POSTING DATE**

December 9, 2024

**SUMMARY OF JOB DESCRIPTION**

Supports all efforts of Production Hub operation, including print production, bindery/finishing, graphic design, mail operations, job tracking and equipment maintenance.

**QUALIFICATIONS**

- High school education or equivalent.
- At least six (6) years of either print production, graphic support, mail services or customer service experience (or related field).
- Experience/knowledge of Adobe Creative Suite and MS Office products.
- Proficient communication/customer service skills.
- Detail-oriented and mechanically inclined.
- General computer skills/knowledge.
- Must be organized.
- Ability to multitask.
- Operate and maintain various aspects of mail processing, including UPS, matching inserter, distribution and various other duties.
- Must be able to lift up to 50 pounds.
- Must be able to stand for extended periods of time.
- Valid Driver's License with acceptable driving record.

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**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO  
THE HUMAN RESOURCES DEPARTMENT**

**EOE**