

Administrative Assistant - Proofreader (Printing Office)

[Apply Now](#)

Company: Softworld, a Kelly Company

Location: United States

Category: other-general

Job Title: Administrative Assistant - Proofreader (Printing Office) Location: Haskett Drive Syosset, NY 11791 Job Description: The Proofreader provides admin support to a printing services group of a public organization and is responsible for reviewing, editing and preparing materials (jobs) for printing. RESPONSIBILITIES: Proofreading / Review documents for grammar, spelling, and style Making modifications to existing documents or setting up simple business cards and letterheads Check jobs that are printed to ensure that everything is printed correctly. Desktop publishing tools and graphic design software knowledge Answer calls from customers and provide updates on job status. Deadline-oriented, Time-management focused. Proficient in Microsoft Office Ability to learn/work on different platforms. REQUIRED SKILLS: PROOFREADING - strong, proven proofreading experience as a key job responsibility. Basic graphic design skills - ability to make modifications to existing documents or setting up simple graphics/docs (business cards, letterheads, etc.) Desktop publishing tools and graphic design software knowledge Extraordinary attention to detail Solid Office / Administration experience Proficient in Microsoft Office Flexibility to wear multiple hats at times, ability to multi-task. DESIRED SKILLS: Ideally strong knowledge in Desktop publishing tools/graphic design software (InDesign would be best but anything is great) Previous job where Proofreading was a main responsibility. Experience working with Vendors. Application Process: Interested candidates should submit their resume.

[Apply Now](#)

Cross References and Citations:

- 1. Administrative Assistant - Proofreader (Printing Office) Androidjobs Jobs United StatesAndroidjobs ↗**
- 2. Administrative Assistant - Proofreader (Printing Office) Communityjobs Jobs United StatesCommunityjobs ↗**
- 3. Administrative Assistant - Proofreader (Printing Office) Veterinaryjobs Jobs United StatesVeterinaryjobs ↗**
- 4. Administrative Assistant - Proofreader (Printing Office) Flutterjobsnearme Jobs United States Flutterjobsnearme ↗**
- 5. Administrative Assistant - Proofreader (Printing Office) Techcompanyjobfinder Jobs United States Techcompanyjobfinder ↗**
- 6. Administrative Assistant - Proofreader (Printing Office) Teachingassistantjobs Jobs United States Teachingassistantjobs ↗**
- 7. Administrative Assistant - Proofreader (Printing Office) Searchamericanjobs Jobs United States Searchamericanjobs ↗**
- 8. Administrative Assistant - Proofreader (Printing Office) KualalumpurjobsJobs United StatesKualalumpurjobs↗**
- 9. Administrative Assistant - Proofreader (Printing Office) Bluecollarjobs Jobs United StatesBluecollarjobs ↗**
- 10. Administrative Assistant - Proofreader (Printing Office) Baghdadjobs Jobs United StatesBaghdadjobs ↗**
- 11. Administrative Assistant - Proofreader (Printing Office) CraigsjobsJobs United States Craigsjobs↗**
- 12. Administrative Assistant - Proofreader (Printing Office) Searchamericanjobs Jobs United States Searchamericanjobs ↗**
- 13. Administrative Assistant - Proofreader (Printing Office) Jordanjobs Jobs United States Jordanjobs ↗**
- 14. Administrative Assistant - Proofreader (Printing Office) Southkoreajobs Jobs United StatesSouthkoreajobs ↗**
- 15. Administrative Assistant - Proofreader (Printing Office) Unitedkingdomjobs Jobs United States Unitedkingdomjobs ↗**

16. **Administrative Assistant - Proofreader (Printing Office)** [Searchlondonjobs Jobs United States Searchlondonjobs ↗](#)
17. **Administrative Assistant - Proofreader (Printing Office)** [ConsultantjobsJobs United StatesConsultantjobs ↗](#)
18. **Administrative Assistant - Proofreader (Printing Office)** [CosmeticsjobsJobs United StatesCosmeticsjobs ↗](#)
19. **Administrative assistant - proofreader (printing office)** [Jobs United states ↗](#)
20. **AMP Version of Administrative assistant - proofreader (printing office)** [↗](#)
21. **Administrative assistant - proofreader (printing office)** [United states Jobs ↗](#)
22. **Administrative assistant - proofreader (printing office)** [Jobs United states ↗](#)
23. **Administrative assistant - proofreader (printing office)** [Job Search ↗](#)
24. **Administrative assistant - proofreader (printing office)** [Search ↗](#)
25. **Administrative assistant - proofreader (printing office)** [Find Jobs ↗](#)

Source: <https://us.expertini.com/jobs/job/administrative-assistant-proofreader-printing-o-united-states-softworld-a-kelly-c-2591-17281/>

Generated on: 2024-05-04 by [Expertini.Com](#)