

United States Jobs Expertini®

Supervisor-Composition (1st Shift) (Remote/Hybrid)

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Company: Broadridge

Location: United States

Category: other-general

At Broadridge, we've built a culture where the highest goal is to empower others to accomplish more. If you're passionate about developing your career, while helping others along the way, come join the Broadridge team.

Broadridge is growing! We are seeking a day shift Supervisor for Composition to join our growing team. In this role you will oversee the workflow by directing and guiding to the appropriate teams to maximize an efficient workflow process. You will have knowledge of layout typescript and graphic elements using computer software to produce publication-ready material. Your department will be responsible for the presentation layout of components for documents from initial conversion through preparation of print ready files, and perform quality checks and make corrections as required.

We are made up of high performing teams across the globe and you will collaborate with multiple teams and departments. This role is considered hybrid, which means you'll be assigned to a Broadridge office and given the flexibility to work remote.

Responsibilities:

Workflow coordinator directing work to onshore and offshore teams.

Take a job from customer files to conversion, pagination, art placement, revisions, and final output.

Use/apply company style and read proofreader marks.

Responsible for ensuring final results occur for online and print.

Follow up/troubleshoot problems, confer with management on out-of-scope items.

Train in all functional areas of department, maintain process documentation and train others.

Promote a positive atmosphere and demonstrate a good work ethic.

Work successfully in a team environment by accepting/giving feedback, collaborating with others.

Oversee entire shift including job assignments and timesheet accuracy.

Prioritize workflow to meet delivery requirements.

Main point of contact with Customer Service/Associates regarding queries, concerns, etc.

Act as a liaison to provide ETAs to Customer Service and manage internal teams to deliver on those ETAs.

Ensure the filing list is up to date with Customer Service.

Ensure the latest EDGAR/HTML proofs are provided to Customer Service.

Ensure test filings are completed in advance. Live File jobs on shift.

Manage vacation approvals for shift and manage coverage for other shifts as necessary.

Approve timesheets for contingent workers and associates.

Coach and invest in developing others.

Manage yearly reviews and checkpoints with associates.

Weekend flexibility is required.

Compensation:

85,000 - 102,000 depending on experience.

10%

Medical, dental, life and vision insurance. 401k w/ match, parental leave, and more.

Medical insurance starts immediately upon hire.

Broadridge associates helped us envision our Connected Workplace - a work model that allows associates around the globe, dependent upon their role responsibilities, to take advantage of the benefits of both on-site and off-site work to support our clients, one another, and the communities where we live and work. Our Connected Workplace is grounded in the concept of FACS: Flexible, Accountable, Connected, and Supported, which is our commitment to our associates. FACS supports our strong culture and allows us to achieve business goals while supporting meaningful work-life integration for our associates.

We are dedicated to fostering a diverse, equitable, and inclusive environment and committed to providing a workplace that empowers associates to be authentic and bring their best to work. We believe that associates can only do their best when they feel safe, understood, and valued, and we work diligently and collaboratively to ensure Broadridge is a company—and ultimately a community—that recognizes and celebrates diversity in all its dimensions.

We recognize that ensuring our long-term success means creating an environment where everyone is welcome, where everyone's strengths are valued, and where everyone can perform at their best. Broadridge provides equal employment opportunities to all associates and applicants for employment without regard to race, color, religion, sex (including sexual orientation, gender identity or expression, and pregnancy), marital status, national origin, ethnic origin, age, disability, genetic information, military or veteran status, and other protected characteristics protected by applicable federal, state, or local laws. US applicants: Click to view the EEO is the Law poster.

If you need assistance or would like to request reasonable accommodations during the application and/or hiring process, please contact us at 888-237-7769 or by sending an email to .

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