



Administrative Assistant

Monotype, LLC is a full-service editorial, design, and production studio specializing in the development of Pre-K through grade 12 educational products for publishers. We are seeking an Administrative Assistant.

You will organize information into manageable data, maintain accurate databases, and generate Excel spreadsheets.

Responsibilities

- Provide administrative assistance and support to the Project Management team
- Responsible for maintaining and managing databases with the highest level of accuracy and speed
- Organize and maintain database files according to client and department specifications
- Generate and maintain Excel spreadsheets
- Learn new applications and workflows
- Assist in whatever way is necessary to accomplish goals of the company
- Ability to maintain effective working relationships with various departments and associates

Qualifications

- Strong organizational and time management skills a must
- Maintain workflow and meet deadlines
- Ability to work effectively as part of a team
- Capability to work long hours when necessary; flexibility is a must
- Strong detail orientation, able to enter data with the highest degree of speed and accuracy a must
- Work well under pressure with excellent trouble shooting skills
- Prioritize multiple responsibilities
- Strong typing skills, as well as knowledge of Excel and FileMaker

About Monotype

Monotype has been a resilient force in the publishing industry for close to a century. We deliver top-tier services to a variety of clients by focusing on project management and providing a rich array of publishing services including editorial, design, production, strategy, and technology. Monotype is located in the eclectic Baltimore neighborhood of Hampden.

To Apply

Send a resume and cover letter to careers@monotype.net. For more information about Monotype, please visit our website at www.monotype.net!