

Communications Specialist

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 looking for a Communications Specialist.

Candidates should be positive, enthusiastic self-starters who are capable of serving as the company's first point of contact for all visitors, clients, and vendors. The successful candidates will be able to multi-task while maintaining a pleasant and professional demeanor when greeting callers and visitors, managing the phone systems, and performing general administrative duties.

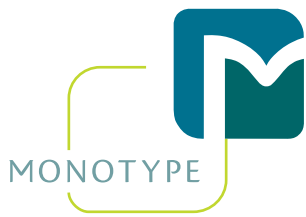
This is our traditional entry-level position and is specifically tracked for professional growth and career advancement in the Project Management Department in the short term. The Communications Specialist reports to the CEO, COO, President, and the Director of Project Management.

You will be trained by the Director of Project Management with the expectation of developing skills and taking on increasing responsibilities in order to qualify for promotion within the Project Management Department.

This is an excellent way to learn about Monotype and learn the textbook publishing industry from the ground up!

Responsibilities

- Assist the Project Management Department and take a proactive role in learning PM processes
- Field incoming calls and relay messages for Monotype personnel
- Perform internal paging and announcements in a professional manner over the intercom system
- Relay messages for in-house personnel and outside sales employees
- Distribute incoming/outgoing mail, including packages
- Deliver and pick up documents to and from offsite locations (requires vehicle, valid driver's license and proof of up-to-date insurance)
- Preserve a tidy office environment
- Source and order supplies for daily use and various special projects (i.e. holiday gifts, corporate lunches, building maintenance)
- Use FileMaker to track data efficiently for Project Management
- Prepare reports, memos, letters, and other documents using word processing, spreadsheet, database, and/or presentation software
- Responsible for the compilation and distribution of the Associate Handbook
- Familiarize new hires with policies, procedures, and benefits while aiding in the recruitment process.
- Book travel arrangements for the Executive Management
- Assist Shipping, Project Management, Design, and Executive Management as needed
- Perform other general administrative and support duties as well as special projects as assigned



Qualifications

- College degree or a minimum of two years' experience in an office setting
- Adept with full the MS Office Suite and FileMaker Pro software applications
- Familiarity with Mac platform is preferred
- Ability to prioritize work and meet competing or short-notice deadlines consistently
- Proficient research capabilities
- Professional appearance and demeanor
- Exceptional skills in organizing, multitasking, communicating (written and oral), and maximizing workflow
- An enthusiastic, positive, can-do attitude, and the ability to get along with others
- Knowledge of phone system switchboards and the ability to manage high-volume calls
- Detail-oriented
- Quick thinking, with the capacity to work with little supervision and take initiative when tasks need to be completed
- Have excellent communication, organization, and problem-solving skills
- Maintain accuracy and work effectively in our fast-paced industry

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!