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| Job title | <i>Production Associate</i> |
| Reports to | <i>Marketing Director</i> |

Job Purpose

AndCo's Production Associate is responsible for producing and delivering firm deliverables while working collaboratively with a team of professionals, across departments, in a fast-paced, deadline driven environment, demonstrating precision, productivity, consistency and reliability.

Duties and Job Responsibilities

- Print, bind and ship finalized Marketing deliverables following Compliance approval.
- Print, bind and ship Client, Consultant, and Research department deliverables.
- Observe the printing activity occurring at Headquarters and assist others to rectify deliverables to meet AndCo's brand standards and excellence.
- Assist and support the Marketing Group as needed.
- Execute special projects as requested.

Required Skills

- Proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint)
- Demonstrate proficiency with high-level printers
- Exhibits a "service" mindset with each duty and responsibility
- Interacts professionally and positively with internal personnel and external professionals
- Holds the highest level of integrity and attention to detail
- Willingness to embrace change and remain calm and positive under pressure
- Highly organized and flexible with multiple priorities and changing deadlines
- Works with a high degree of accuracy in a fast-paced environment
- Completes responsibilities with limited supervision, good judgement and decision making
- Develops a clear understanding of company Mission, Vision and Values and demonstrates them
- Takes initiative and responsibility when appropriate – and reaches out when there is lack of clarity
- Open to candid feedback in the interest of continual improvement

Qualifications

- Demonstrated proficiency and reliability in previous career(s).

Working Conditions

This job is located in Winter Park, Florida. Standard office hours are 8am to 5pm. This is a Non-Exempt position.