



Media Coordinator – Willoughby Ohio

From a wide variety of magazines, websites, eNewsletters and online projects to seminars, trade shows, and custom print, Meister Media Worldwide is the leading communication and information center for worldwide, specialized agriculture. We are looking for a Media Coordinator experienced in media production to join our Media Services team.

Responsibilities include but are not limited to:

- Downloading and preflighting ad files.
- Conducting production meetings.
- Creating the layout and page assignment.
- Establishing a partnership with the business unit including involvement in any of the business unit's special/custom projects, reviewing print invoices and coordinating the development and distribution of the business unit's e-newsletters and web sites.
- Occasionally creating ads or making changes to existing ads.
- Collecting, pre-flighting and transmitting publication files to the printer.
- Acting as the main contact between the magazine and the printer.
- Developing the size of each issue to ensure efficiency and cost effectiveness.
- Placing ads in all electronic products including e-newsletters and web sites.
- Reviewing, and routing e-newsletters and checking for accuracy.
- Assisting in monthly reporting.
- Keeping up with the latest media technology and software.

Qualifications:

- Must have production experience, preferably in magazines or e-media.
- Proficient using InDesign, Photoshop and Illustrator on Macintosh platform.
- Basic knowledge of Adobe Flash and the Microsoft Office suite.
- Ability to work on multiple projects simultaneously.
- Must be customer service oriented, well organized, detail oriented and have good communication skills.
- Aptitude for numbers is a plus.

Meister Media Worldwide offers a competitive compensation and benefits package including base salary, bonus opportunity and 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

Meister Media Worldwide
Attention HR - MC
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Willoughby, Ohio 44094
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