**Print Production Assistant**

**Pierce Group Benefits (PGB)** is currently one of the largest regional providers of employee benefits consulting and administration in the North Carolina, South Carolina, and Virginia Public Sector markets. We are a full-service employee benefits brokerage firm that designs and communicates comprehensive benefit packages for large employers.

We are currently searching for a zealous, intermediately experienced individual with excellent communication, organization, and multi-tasking skills to join our team as a Print Production Assistant.

The Print Production Assistant’s responsibilities include, but are not limited to:

* Production of digital and print benefit booklets and other communication materials
* Work closely with Production Manager regarding booklet design
* Verifying data received from the account management team, edits, proofreads, and verifies completeness of final booklet design
* Undertake daily administrative tasks to ensure the functionality and coordination of the department’s activities
* Prepare, complete, and/or deliver incoming requests as needed

Requirements:

* Proficiency with Microsoft suite — Word, Excel, PowerPoint, Outlook, and Teams
* Knowledge and experience using Adobe Illustrator helpful
* Excellent grammar, writing and editing skills with high attention to detail
* Effective communicator across multiple channels/mediums
* Demonstrable ability to multi-task and adhere to deadlines
* Excellent project planning, tracking and organization skills

**If you have the desire to work for a company that cares about its employees and clients, Pierce Group Benefits provides many benefits including health, dental, vision, short- and long-term disability, and life insurance as well as paid time off, paid holidays and 401(k) retirement accounts.**

**If you are interested in this position, please send your resume along with a cover letter to** **jobs@piercegroupbenefits.com****.**

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