

**An Equal Opportunity Employer
Open Positions as of July 28, 2010**

***** APPLICANTS NEED TO APPLY TO A SPECIFIC REQUISITION NUMBER*****

Status	# of Hours	Shift	Schedule	Position Title	Description	Education / Experience	Midland Requisition Number	Job Order #
FT	40	Office	M-F (8am - 4:30pm)	Account Services Representative	The Account Services Representative is primarily responsible for the coordination of all customer orders for each assigned account from receipt of supplied materials and order entry through manufacturing, delivery and invoicing. This includes facilitating all communications with customers, acting as liaison between the customer and our internal estimating, purchasing, operations and invoicing departments on projects or jobs in-process and providing in-house support to Account Managers.	<ul style="list-style-type: none"> • Bachelor's degree from a 4-year college or university; • one or two years related customer service or printing industry experience; • or equivalent combination of education and experience required • Previous computer experience required 	2010-31	IA-8574220
FT	40	Office	M-F (8am - 4:30pm)	Project Manager	This position requires strong organizational and communication skills (both written and verbal) and previous experience managing technology and/or manufacturing process related projects. Must be able to: facilitate the development of business solutions; identify business functions and processes requiring change or improvement through automation; identify the scope of the project, including technologies to be used and interfaces to existing systems; provide vision to project team identifying and prioritizing tasks; facilitate the development of	The ideal candidate will have a bachelor's degree and a minimum of three years applicable experience (technical consulting environment experience preferred); strong client-facing communication skills with the ability to drive simultaneous projects to completion on-time and within budget; ability to advise clients on system application architectures and best practices; recent	2010-33	IA-8582220

					<p>implementation plans and strategies; manage the change control process; obtain approvals from clients in accordance with the project plan; facilitate system testing and implementation; provide strategic and process solutions to clients to improve ROI of their implementation and improve system adoption; create and manage project schedules to ensure client production dates; manage complex problem solving in a technical environment and coordinate communications to the client.</p>	<p>experience in web technologies and enterprise application implementations in a Windows/SQL environment; background in multiple operating systems preferred; content /knowledge management; and digital asset management. Project Management certification is preferred.</p>		
FT	40	Office	M-F (8am - 4:30pm)	Logistics Manager	<p>The Logistics Manager is directly responsible for overseeing and managing the logistics functions of the Company including receiving, daily distribution duties, shipping including order preparation, warehousing including inventory management and movement, mailing, and export management and compliance. The Logistics Manager is responsible for the leadership and overall success of these functional areas including productivity, safety, quality, on-time delivery, cost efficiencies and process reliability.</p>	<p>Bachelor's degree from a 4-year college or university preferably in a logistics, supply chain, business or management related field; four to ten years related experience and/or training; or equivalent combination of education and experience; Knowledge of U.S. and international commerce laws and regulations; CGBP (Certified Global Business Professional) a plus</p>	2010-36	IA-8588007