

L & D Mail Masters, INC.

Graphic Designer

Job Description:

Creating visual communications, graphic designs, or other visual images using computer graphic software to produce design, web and print layouts.

This result will be produced primarily by working with fellow employees, clients, your department supervisor, and the company president to develop communicative materials. Communicating any concepts or ideas to the appropriate coworker, regarding any problems or impediments to production, maintaining the machinery and office equipment. There is an expectation for you to stay current on all efficiencies that can make graphic design more dynamic.

Qualifications:

- Must be proficient in advanced designing programs on PC and Mac platforms, including but not limited to: Adobe Creative Suites & Microsoft Office
- Must have graphic experience with print and web media.
- Pre-press experience a plus
- Must be detail and deadline oriented with good follow up skills and excellent attendance
- Must have excellent communication, public speaking and presentation skills
- Bachelor's degree preferred from a University; or an Associate's degree in a related field of study from a two-year College / technical school; or equivalent combination of education and experience
- PRINT PORTFOLIO REQUIRED.

Application Instructions:

Apply online at: www.ldmailmasters.com

Or in person at: L & D Mail Masters, Inc.
110 Security Parkway
New Albany, IN 41750

Pre-employment drug screen and background check required.

L & D Mail Masters is a Tobacco Free facility and an Equal Opportunity Employer



Position: Data Specialist

Full Time / First Shift Monday – Friday, with overtime required as needed

Qualifications:

- Must be team oriented.
- Must have excellent communication skills.
- Must type 40 adjusted WPM minimum.
- Must have excellent computer skills (Microsoft Word & Excel).
- Must be willing to learn all aspects of job.
- Ability to work from a standing position, lifting and bending involved.

Job Duties:

Your job duties include the following, but are not limited to:

- Data Specialist (databases, mail mergers, images, etc.)
- Printer support (paper handling, basic machine maintenance, etc.)
- Receptionist duties (multi-line phone system, greeting guests, etc.).
- Helping out in other areas as needed.

What we offer:

- Competitive compensation.
- Full benefit package
- 401(k)
- Team-based environment working with some of the latest technology in the industry.

Pre-employment drug screen and background check required, as well as assessments in Microsoft Word, Excel and keyboarding.

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110 Security Parkway / New Albany, IN 47150

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