

Job Description

Position	E-Business and Marketing Support
Department	Information Technology & Marketing
Status	Contract or Intern (Temporary)
Pay Status	\$12-\$15 / hour
Reports to	Director of eBusiness & Director of Marketing
Location	Fineline Printing Group, 8081 Zionsville Rd, Indianapolis IN 46268
Work Period	25-40 hours per week for minimum 6 months, up to 12 months
Preferred Areas of Study	School of Informatics, Web Programming, Graphic Communications, Print Communications

Description of Role and Company

Fineline Printing Group is one of the largest commercial graphics manufacturers and mailing providers in Indiana. Started in 1981, Fineline remains a privately-held, minority-owned business certified by numerous local, state, and regional agencies. Fineline is also certified to ISO 9001:2008 standards and HIPAA compliance. Their 56,000 square foot manufacturing facility is located in northwest Indianapolis and houses some of the most state-of-the-art equipment in offset, digital, and large format printing.

Job Responsibilities

Qualified candidate will serve as support for the Director of E-Business and the Director of Marketing. Candidate must be able to prioritize and complete multiple tasks, as well as exhibit flexibility to adjust to rapidly changing requirements and schedules.

Specific responsibilities include:

- Administers, designs, and distributes e-marketing communications
 - Updates content on the website
 - Provides full time Help Desk support on web based applications
 - Integrated Marketing Services Support (HTML Programming)
 - Templatizes print products on web based applications (Finelink)
 - Creates press ready print files
 - Guide special projects as assigned
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Technical Skills Required

- Graphic Design via Adobe Creative Suite (including InDesign)
- Current web programming standards (including JavaScript)
- Adobe PDF
- Knowledge of prepress workflow & print production preferred

Minimum Requirements

- **Education and Experience:**
Two or more years in a college curriculum required.
- **Skill Summary:**
 - Ability to manage and prioritize multiple projects
 - Flexible
 - Self motivated
 - Ability to work with minimum supervision
 - Detail oriented
 - Problem solver

Please send resumes to Resumes@FinelinePrintingGroup.com. Fineline Printing Group is an equal opportunity employer.