Our innovative and growing company is hiring for a production services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for production services

- Lead all employee relations matters, communicates actively, listens openly, and is highly flexible
- Maintain and develop procedures, documents necessary to maintain the ISO Quality system and Voluntary Protection Program (VPP) for EHS and certifications
- Report analysis findings (as Man
- Ability to work as part of an augmented operating model
- Service oriented and customer focused with ITIL foundation qualification preferred
- Essential knowledge of Active Directory, Office 365, Exchange and Sharepoint
- Microsoft Certified in Office 365 / Exchange Services essential
- Technical expertise in Active Directory, Group Policy Management and Sharepoint services including site design & workflow
- Degree in relevant related discipline
- Sort articles by item and material type

Qualifications for production services

- Experience interacting with all levels of management and stakeholders
- Willingness to travel and on weekends with short notice inside and outside of the US

- Knowledge of Xytech Scheduling System preferred
- Proven organizational & detail-oriented skills
- A minimum of two-year's experience in production art or in a similar capacity (desktop publishing, prepress)