

# Now Hiring

Desktop Publisher

**\$16.00/hr**

Full-time (8:00am – 4:00pm)

Temporary assignment

Long Island City, NY

## Duties/Requirements:

- ▶ Provide phone and desk assistance to callers requiring support with enterprise and other applications.
- ▶ Record solutions into Track-it calls.
- ▶ Perform all clerical duties, including but not limited to: faxing documents, word processing, Xeroxing and sorting mail.
- ▶ Assist in the development, editing and duplication of instruction manuals and user reference guides.
- ▶ Perform advanced word processing and desktop publishing using WordPerfect and/or Microsoft Word.
- ▶ Prepare publications, reports, graphical presentations, letters and memos.
- ▶ Design and maintain spreadsheets using Lotus 1-2-3 and Microsoft Excel.
- ▶ Must type 40+ words per minute.
- ▶ Must have a working knowledge of Microsoft Office Suite 2007 (Word, Excel, Access and PowerPoint) Multimedia, Lotus 1-2-3 and/or Macintosh.
- ▶ Must have excellent oral and written skills.
- ▶ Must have 5+ years of desktop publishing experience.
- ▶ **Must clear a background check.**

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