

Bethany Press

Job Opportunity

Working exclusively with Christian publishers, Bethany Press provides solutions for book production, printing, binding, and warehousing. We produce millions of life-changing books and we are looking for self-managed, self-motivated, creators who want to be a part of this accelerating business.

JOB TITLE: Project/Account Manager – Full time

POSITION RESPONSIBILITIES:

- Oversee and track projects in a manner that maximizes profitability, exceeds customers' satisfaction and maintains smooth workflow throughout the facility
- Work with scheduling and prepress regarding methods of art preparation, specifications, etc. to reduce costs, improve quality, and/or accelerate production turnaround
- Exceed customer expectations in communicating details and job status to them
- Log all pertinent customer communication and information in contact management software.
- Own each job; accurately plan manufacturing and shipping details, ensure on-time delivery, document alterations, and create accurate invoice.
- Manage customer Billing and Accounts Receivables.
- Be an excellent steward of company resources, including labor, time and finances.
- Perform various other duties as assigned.

IDEAL POSITION REQUIREMENTS:

- Exhibit and encourage the core values of Bethany Press in word and deed.
- Possess the ability to communicate in a positive, effective manner
- Possess excellent written communication
- Be proficient in Outlook, Word, and Excel or other similar computer experience
- Posses the ability to multi-task and make good decisions under pressure
- **Have a minimum of 5 years experience in book or print production, sales or service**
- Be self-managed, requiring little or no supervision to do the daily activities of their job and disciplined in the performance of their duties, in communication and in attitude.
- Be self-motivated, innovating and improving the operation and performance of their role and contributing ideas toward the betterment of Bethany Press at large.
- Be a “creator”, making the workplace better by improving how work is executed and by positively influencing the morale of those with whom they work.

To apply for this position send your resume to HR@bethanypress.com