



Techworld is the premier language and cultural agency in the Midwest, having been in business for over 33 years. We are investing in sharp new team members to contribute to the success of our company. If you have energy and drive, then our team, training programs, and hands-on experience will enable you to play a key role in our graphics team!

Graphic Specialist

The Graphic Specialist will be responsible for all activities involved in the production, pre-press, programming, and publication of projects within Techworld. Teamwork is key at Techworld, so the Graphic Specialist must be able to work with all members of the team - supporting sales, accounting, project management, and vendors. The position is a multifaceted position, requiring the ability to handle multiple tasks and deadlines.

Duties and Responsibilities

- **Layout:** Utilize a variety of software programs to complete layouts in numerous languages. Mirror the source copy from the client, while allowing for each individual language's nuances that may occur.
- **Pre-Press:** Prepare documents for delivery and/or printing. Follow specs for each project, and utilize various forms of delivery to the client, including CD/DVD, FTP, printers, etc.
- **Programming:** Work with e-learning courses and web development in various languages. Troubleshoot errors with files, adapt for different language requirements, and test courses to comply with client specifications.
- **Proofreading:** Review all documents and files before delivery. Check for any missing translations, text left in source language, and problems with formatting.
- **Organization:** Keep folders and paperwork organized. Work with electronic file structure for each project, version control of files, and tracking information on the status of each project.
- **Customer Service:** Coordinate with team members to ensure on-time and accurate project deliveries. Contact clients as needed with questions, status updates, and deliveries.
- **Marketing:** Assist with newsletter publication, updates to the website, creating business cards, and other aspects of marketing.
- **Other:** Other duties as assigned.

Qualifications

- Knowledge of and experience with a variety of programs, including:
 - Training software, including Articulate Storyline and Lectora
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Adobe Creative Solutions (InDesign, Photoshop, Illustrator, Dreamweaver, Flash)
 - XML, HTML, QML
 - SDL Trados Studio
- Strong proofreading and editing skills
- Ability to prioritize tasks and work on multiple projects at one time
- Organization skills (hard copy paperwork and electronic file version control)
- Ability to work in a team environment
- Communication skills (written and oral)
- Strong customer service orientation
- A darn good sense of humor

Enhancers

- Study abroad or experience with international business
- Personable, outgoing, open-minded, sense of humor
- Entrepreneurial, self-motivated, professional, quick learning
- Basic to fluent knowledge of a second language
- Interest and experience in foreign languages and cultures

What We Offer

- Enthusiastic, highly autonomous and collaborative environment
- Competitive compensation package
- Employer paid premium contribution for health insurance
- Employer matching contribution to IRA
- Enthusiastic, high-energy and cooperative environment
- Opportunities for personal and professional growth
- One-to-one training

For more information, please contact:

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RIGHT WORKPLACE