



JOB DESCRIPTION: Production Assistant
DEPARTMENT: News
REPORTS TO: Director, Editorial
TYPE: Full Time
DATE UPDATED: September 14, 2018

JOB SUMMARY:

Reporting to the Director of Editorial, the Production Assistant will be part of a team that is providing the meat, poultry, egg and seafood industries with timely, accurate and unbiased news and market information. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS (include, but not limited to):

- Monitor critical industry news through phone contact, internet searches, court records, press releases, trade leads and other relevant sources.
- Participate in a daily editorial conference calls to determine primary news of the day.
- Aggregate relevant content from available sources and disseminate through appropriate channels, including digital photo selection.
- Prepare daily news summaries and produce electronic newsletters
- Liaise with Urner Barry's market reporters to determine trends and specific stories.
- Contribution to highest levels of customer satisfaction.
- Professional interaction with staff.
- Develop contacts and relationships within industry suitable to create stories.

QUALIFICATIONS:

- Degree in journalism, English, or business administration, is preferred.
- Interest in market behavior and business issues, with a basic understanding of economic principles.
- Excellent research, writing and communication skills.
- Creative ability and imagination. Self-starter with good ability to interact and learn from people.
- Ability to work under pressure while completing assignments in a timely manner.
- Strong computer and internet skills - Command of Windows environment including Microsoft Office, excellent at using search engines, researching topics, papers, public documents, and court documents.

CHARACTER:

- Smart, flexible, diligent and professional.
- Maintain sense of initiative and urgency.
- Straightforward, honest, team player.

COMPENSATION:

- Base salary
 - Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing
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SUBMIT RESUME TO: Human Resource Manager
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