

**Job Description and Standards of Performance**

<u>Position Title:</u> Control Point Team Member	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Advertising	<u>Department #:</u>
<u>Date Updated:</u> 6/26/07	<u>Updated by:</u> W. Bailey
	<u>Job Code #:</u>

Position Purpose/Objective:

To coordinate the administrative functions of ad processing and ensure efficient flow of work to prepress and creative departments.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Prioritizes work flow. CORE	Materials are sent to prepress and creative departments in a timely manner so that work flows to other departments in accordance with deadlines.
Tracks status of all ads throughout the ad processing cycle. CORE	Team member knows where an ads can be located at any step in the process and can provide information to salesperson, customer or others as to the status of all ads.
Checks accuracy of ad layout and insertion information. Ensures all orders are legible and complete. Ensures all elements and copy have been provided by salespeople and is legible. CORE	Instructions are clear, legible and complete. Confirms instructions with sales person if there are any questions.
Paginates various products as assigned. CORE	Products are paginated with type and display ads properly placed in correct sequences. Folios are correct for proper sections. Proofs and color ads are checked and sent to the appropriate parties. deadline.
Files ad orders and accompanying paperwork into a central filing location. SUPPORTING	Able to retrieve ads as needed, per request from sales or supervisors.

**Portland Press Herald**  
EST. 1862  
**Maine Sunday Telegram**

Fills requests for original paperwork for credits. SUPPORTING	Requests are responded to in a timely and accurate manner.
Demonstrates a strong customer service orientation. SUPPORTING	Team member has been responsive to internal and external customers' requests and complaints. Customer concerns and needs are met in a professional manner and communicated to appropriate person.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

High school diploma or equivalent required. Background of working with people is helpful.

Required Skills:

Experience in newspaper layout is helpful.  
 Basic computer skills are necessary.  
 Strong teamwork skills and the ability to handle multiple tasks and set accurate priorities in an efficient manner is crucial.

This position reports to:

Pre-Press Supervisor