

Production Associate

Company Description

BuildSite is a growing web company providing a technical document library to the US construction industry. The Production Associate's primary responsibility will be entering and maintaining content in BuildSite's document database. As a part of a small company, other activities such as customer support and office administration will also be included in the Production Associate's responsibilities.

Job Duties

- Data entry and related QA
- General office and customer support
- Printing & organizing technical documents for review by architectural specification expert
- Testing production tools and website improvements
- Occasional editing of sales presentations and other documents

Qualifications

- Must have a B.A. / B.S.
- Strong computer literacy, including Office Suite
- Keen attention to detail
- Excellent written and verbal communication skills

Useful Experience

- Data entry
- HTML editing
- Publishing / Printing
- Architecture / Construction experience or knowledge
- Customer Support
- Dreamweaver / Photoshop / Illustrator

We are looking for an enthusiastic candidate willing to take on new responsibilities. BuildSite is located in historic downtown Oakland, 2 blocks from BART. For more information about our company, go to www.buildsite.com.

Application Instructions

Interested candidates should send a Resume and Cover Letter to hr@buildsite.com with "Production Associate – Full Name" in the subject line. Applications without a Cover Letter will not be accepted.