



Production Associate

Every Child an Author

Job Description:

Studenttreasures is a Topeka, Kansas based publishing company that helps turn students into published authors. We are looking to hire multiple individuals to assist in multiple areas of our production department. The right candidate is detail oriented and has computer knowledge. If you enjoy a fast-paced environment where you will learn new skills and be a valued part of our team, we encourage you to apply!

Benefits:

- Paid Weekly
- Wellness: Employee recreation room with massage chairs
- Prizes: Chance to win a trip to Florida! (3 day, 2 night)
- Comfort: Clean, climate-controlled environment
- Family Friendly: Flexible 8-hour daytime shift (between 7-5:30)
- Dress: casual; jeans and t-shirts are ok with us!
- Location: 42/Burlingame; Bus line accessible
- Money: End of season bonus where you can earn \$500++

Qualifications:

- Computer experience
- Positive attitude

Responsibilities:

- Processing and reviewing manuscripts to ensure accuracy
- Unpacking boxes
- Scanning pages into computer system

Job Types:

- Full-time, Seasonal

Schedule:

- 8-hour shift
- Monday to Friday
- No Nights

To apply, email mcolley@studenttreasures.com with your resume.

Studenttreasures.com

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