

**Western Livestock Journal
Media Advertising/Production Coordinator**

Established publishing firm seeks an enthusiastic and self-motivated Advertising Coordinator to work as part of a small team.

Candidates should have a working knowledge of trafficking media advertising, both print and digital, through the production process from insertion order, to publishing and billing. Your attention to detail and communication skills would be an asset toward developing a positive rapport with advertising accounts, field staff and vendors. Knowledge of the basic processes of newspaper and magazine printing and needs to be proficient with Adobe Creative Suites programs.

Applicants should have experience with Microsoft Office programs. (Word, Excel, Outlook) Candidates must be able to work in a collaborative team environment and possess a desire to improve, and have a willingness to learn. Light administrative duties required. Basic knowledge of the livestock or agriculture industry would be beneficial but not required.

Contact:

Pete Crow

Publisher

Western Livestock Journal

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