



circulars unlimited

NOW HIRING

Quality Assurance Specialist

Are you detail-oriented with a sharp eye for accuracy and consistency? We're looking for a **Quality Assurance Specialist** to join our team!

Responsibilities Include:

- Proofread print and electronic materials for accuracy, including:
 - Artwork, product descriptions, logos, type styles, grammar, spelling, punctuation
- Ensure compliance with **corporate and individual client guidelines**
- Follow established **quality assurance procedures and standards**

Preferred Skills & Experience:

- Strong knowledge of **grammar, spelling, and punctuation**
- Familiarity with **print production processes**
- Working knowledge of **Adobe Creative Suite**:
 - InDesign, Photoshop, Illustrator & Acrobat

Schedule & Hours:

Full-time (38.5 hours/week)

- Monday, Tuesday, Thursday & Friday:
8:15 AM – 5:00 PM
- Wednesday: 8:30 AM – 5:00 PM
(1-hour lunch break each day; hours may vary based on workload)

Pay Range: \$16.00/hr - \$18.00/hr

Apply Today!

If you're a quality focused professional who takes pride in precision and consistency we'd love to hear from you!

If you feel you have the desired skill set, please send a cover letter and resume to:

careers@circulars.com,

or mail to:

Circulars Unlimited/

Employment

PO Box 111

Norwich, NY 13815

*No phone calls please.
Circulars Unlimited is an
equal opportunity
employer.*