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GulfEnergyInfo.com

Job Title: Print/Website Production Assistant

Gulf Energy Information is currently seeking a print/website production assistant to join our production team. This person is responsible for the layout and production of print and web-based editorial materials, including magazine pages and websites. This is not a graphic design position, but an eye for design is helpful.

Job duties include:

- laying out editorial pages
- implementing changes
- executing pre-flight procedures
- reviewing proofs
- posting content to websites.

Qualified candidates must have experience in:

- publication design and production
- file preparation for press and web
- website content management
- html experience is a plus.

Requirements include:

- a strong Macintosh computer background
- proficiency in Adobe InDesign, Photoshop and Acrobat
- ability to create pages using templates, master pages and style sheets
- a bachelor's degree in a related field
- at least two years of related experience.

This position requires self-motivation, the ability to prioritize and manage multiple projects and produce quality work in a deadline-driven environment. Excellent verbal and written communication skills are essential. Strong grammar and proofreading skills are preferred.

This is a full-time, onsite position with benefits. Please send cover letter and resume to resumes@gulfenergyinfo.com. No phone calls please.

About the company:



Gulf Energy Information—a leading provider of media, marketing and market intelligence services—provides in depth insights, technical content and strategic direction to the international energy industry. Gulf's market-leading brands—*Petroleum Economist*, *World Oil*, *Pipeline & Gas Journal*, *Hydrocarbon Processing*, *Gas Processing & LNG*, *Pipeline News* and *Underground Construction*—serve their markets with traditional print publications as well as digital media that leverage large audiences. Moreover, Gulf also provides market intelligence solutions to the international energy industry through the Energy Web Atlas and the Construction Boxscore Database.