

## **INTEGRITY ... COMMITMENT ... IMAGINATION ... TEAM WORK ...**

As a global leader in the imaging technology and office automation industry, these are the qualities Lit & More, Inc. seeks in our staff. Recognized worldwide for high quality products and superior customer service, Lit & More is committed to taking the lead in designing the future of this exciting and evolving industry. If you are a highly motivated professional with the talent we seek, now is the time to join Lit & More, Inc.!

### **Responsibilities**

Lit & More has brand new opportunities opening where we will be responsible for managing projects for law firms and corporate legal departments.

As members of a well-run team, responsibilities will include, but are not limited to:

- Coordinating and preparing projects for printing, including electronic file conversion, document scanning and enhancement, from start to delivery
- Downloading jobs from email or print queue, sizing, reproducing, sorting and finishing as requested
- Establishing and maintaining quality controls to ensure work accuracy
- For all employees, your outstanding customer service skills will be demonstrated as you interact daily in person and on the phone with our customers directly.

### **Qualifications**

To qualify for our positions, we PREFER you meet the following requirement:  
At least 1 year of experience as a litigation copy operator in a law firm or retail copy center.

To qualify for our positions, you MUST meet the following requirements:

- At least 2 years of face-to-face customer service experience with a proven track record of keeping customers happy.
- Stable job history with no more than 3 jobs in the past 5 years.
- High School diploma or equivalent.
- Intermediate level knowledge of MS Office programs, including email and internet familiarity.
- Exceptional written and verbal communication skills, including professional grammar skills and speaking voice.
- Detail oriented with the ability to multi-task.
- Ability to lift 30+ lbs. as necessary.

Lit & More, Inc. offers a competitive compensation package that includes base salary, medical, and more. As part of our pre-employment process, we may require that applicants agree to submit to drug and background screenings. We will contact only those who are a potential match.

Interested candidates should email resume and salary requirements, to [careers@litnmore.com](mailto:careers@litnmore.com) or apply online. Be sure to reference the job code "document specialist" in the subject line of your email to Lit & More.

For more information on Lit & More, Inc., please visit us online at:

<http://www.LitnMore.com>

At Lit & More, Inc., "equal opportunity" is more than a line at the bottom of an ad. It's a commitment we put up front. EEO M/F/D/V.