



Johnson & Quin's Entry Level Recruiting Program

During the past several years, Johnson & Quin has actively recruited graduates from several Midwestern universities. While Marketing majors are strongly represented in our recruiting classes, we welcome candidates from other backgrounds.

For more information on Johnson & Quin, please refer to our web site or contact Human Resources at jqhr@j-quin.com.

Position Descriptions:

The **Account Management – Client Services Associate** acts as a liaison between the client, the sales team, and the manufacturing departments. The primary responsibility is to coordinate and manage the production of direct mail promotions. This position involves considerable amount of client contact by telephone and email, but minimal travel.

The **Sales Support Associate** position works closely with our experienced sales team developing proposals and presentations for accounts, compiling informational packages, and qualifying sales leads. This position can lead to a sales representative position. The position is ideal for the person who is committed to pursuing an executive level sales career and is willing to spend the time necessary to do it in the right way.

The **Production Associate** will develop experience in a wide range of production departments. This position involves planning and executing projects to increase the quality and efficiency of the direct mail manufacturing process. Projects may encompass facilities management, production scheduling, vendor sourcing and coordination, process and cost analysis and database and log maintenance.

Training: Since these positions involve diverse disciplines and require a firm grasp of industry fundamentals, Johnson & Quin provides an initial eight-week training program. The program includes in-house training, outside seminars and visits, as well as hands-on work in various production departments within the company to gain knowledge of Johnson & Quin and the direct marketing industry.

Qualifications: We are seeking candidates that will have successfully completed their Bachelors degree with a minimum 3.0 GPA, have excellent verbal and written communication skills, a proven record of achievement, the ability to work well in a team atmosphere and have excellent interpersonal and creative thinking skills. Related internships are certainly a plus.

Next Steps: If you are interested in being considered for an Associate position and a member of our 2011 training class, please email your resume to our Human Resources Director, Jean Locklund at jlocklund@j-quin.com.

For additional information about Johnson & Quin, please visit our web site at www.j-quin.com.