

Thank you for your interest in joining our organization. We are committed to quality work and superior customer service in all aspects of our business.

Applications may be faxed to (863)802-7806. You may also drop off completed applications during normal business hours. Please indicate the position(s) you are applying for on your application and resume. We do not accept unsolicited applications for any positions not listed below.

Ledger Media Group
300 West Lime Street
Lakeland, FL 33815

You can download an application at: <http://www.theledger.com/2012application>

Systems Administrator

The position will be responsible for providing maintenance, oversight, and upgrades for servers, systems applications, processes and procedures. Ensuring the continuous system operation and availability, and managing appropriate backups and recovery as necessary. Acquiring current systems and applications knowledge in order to support users. Setup and execution of networking functions, installations, updates, configuring, and repairing personal computers, laptops, and Mac hardware for all Ledger properties throughout Polk county.

Responsibilities include:

- Obtain comprehensive knowledge to manage system applications, data structures and processes for all systems.
- Maintain Windows Active Directory.
- Assist in researching application and process failures to determine cause and recovery.
- Test and install new software or software upgrades in all primary system environments.
- Work with our corporate office and vendors to obtain problem resolutions and ensure that all problems are resolved in a proficient and timely manner.
- Timely and accurately diagnose and correct desktop/laptop PC and Mac problems.
- Manage PC and Mac desktop/laptop configurations, images, etc. in our working environments.
- Maintain Nortel PBX phone system, ACD, and voice mail servers.
- Other duties as assigned.

Requirements:

Education:

- College graduate with major in IT or equivalent combination of experience and education.

Technical Skills:

- Proficiency in maintaining standard PC, laptop, and Mac hardware.
- Knowledge of current Mac OS and Mac Server OS, including legacy versions.
- Knowledge of current Windows OS, Windows Server OS, including legacy versions, Active Directory, and associated backup software.
- Ability to communicate effectively with internal and external contacts.

Plate Technician

The position will be responsible for providing accurate and timely processing of production information regarding Ledger publications and commercial printing for external publishers. Additional responsibilities include support and processing of PrePress production of incoming materials.

Responsibilities include:

- Creating new schedules in Prestelignce Xtreme publishing software.
- Entering all plate production related materials into production worksheets and providing nightly production reports to supervisory staff. Request and follow up with technical staff to repair all non-functioning plate production equipment.
- Researching and correcting incorrect incoming PDF files.
- Responding to customer service inquiries.
- Providing all printing plate materials required to satisfy Press department.
- Cleaning and stocking all plate related machines and software.

Requirements:

- Minimum 2 years publishing production related experience (prefer newspaper background).
- Experience with MS Office software and the ability to quickly learn new proprietary software.
- Excellent organizational skills and detail oriented.
- HS/GED (degree preferred).