



ELEIT Technology, Incorporated

2225 Drake Ave. Suite 7

Huntsville, AL 35805

(256)533-4773 Fax (256)533-4775

ELEIT Technology, Inc. Desktop Publisher Specialist

- Mastery of editing, layout/template application, library and database usage/management.
- Technical proficiency per Task 2.1.2. Highly proficient mastery of the English language.
- 2 years of experience with supporting military publishing products preferred, such as strategy, policy, procedure, training, general message release, executive secretariat or other similar correspondence management.

Experience/Education

- 2-5 years of experience or Bachelors preferred in IT, Policy Administration, Military Science, Library Science, Homeland Security, or English.

Minimum Position Knowledge, Skills, and Abilities Required: Microsoft Office software and use of a Desk Top Computer.

Work Environment, Physical Demands, and Mental Demands: Office environment, sitting, stoops, bend, kneel, walk, have full dexterity, correctable vision, and the ability to comprehend and follow written instructions.

Safety Environment: Comply with all site safety and security regulations.