

Digital Imaging Assistant, Two Cat Digital, San Leandro, CA

Two Cat Digital is a digital imaging consulting and production company working with clients in museums, libraries and archives around the world.

Digital Imaging Assistant supports both sides of the business, but mostly production. Includes working with clients by phone and email (we are not open to the public), inspecting incoming materials prior to digitization, order preparation and write-up, scanning, quality checking, packaging and shipping finished work. Also general office and administrative tasks.

Successful candidate must demonstrate excellent visual acuity, color vision and attention to detail, as well as good written and verbal communication skills. Most of the work is on Windows PC's and experience with Microsoft Word, Excel, and Outlook, as well as Adobe Photoshop is required.

Job is 25 hours/week: Monday - Friday, 12:30pm to 5:30pm. Hours may increase in the future.

We are located in an industrial park 4 miles south of the Oakland airport and 3.5 miles from the San Leandro BART. Convenient for bus or car. Free shuttle runs from BART during commute hours.

Email resume to:

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