



Product Support Specialist Job Description

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| Title: | Product Support Specialist |
| Reports to: | Product Development Manager |
| Supervises: | N/A |
| Works closely with: | Product Development team, Purchasing Agent, Warehouse Lead |
| General Description: | The Product Support Specialist's job is to work as part of the product development team to produce quality curriculum for homeschooling families. This includes proofreading, researching, evaluating materials, and updating existing products. |

Responsibilities:

Product Development

1. Conduct research on a wide variety of subjects (history, science, language arts, etc.) and organize that research to present information clearly and concisely.
2. Modify and/or validate learning schedules, activities, notes, and instructions according to brand design and customer feedback.
3. Write, proofread, and edit a wide variety of materials.
4. Work swiftly and effectively as part of a team to meet deadlines.
5. Identify and correct grammatical errors.
6. Identify and correct factual errors in content.
7. Assess new books to include in our curriculum.
8. Work with vendors to publish final products.
9. Communicate changes to other departments.
10. Assists the product development team as necessary.

Job Specific Requirements:

1. A bachelor's degree from an accredited college or university in History, English, Education, or related field is required.
2. Excellent oral and written communication skills
3. Ability to multi-task.
4. Strong attention to detail
5. 2+ years of experience in proofreading, writing, research, or directly related field.
6. Advanced computer skills required.
7. Knowledge of Adobe Creative Suite is preferred, a willingness to learn is required.
8. Proficient in MS Office suite of products.

Physical Demands

1. Standing, walking, and sitting for long periods of time
2. Typing on QWERTY style keyboard
3. Viewing of lighted computer monitor
4. Speaking and Hearing
5. Using hands to perform tasks.
6. Working in typical office work environment.
7. There is an option to work from home occasionally; however, the ability to work from the office location in Littleton, CO is required.

Benefits Offered

- PTO
- Anniversary Time Off
- Health insurance
- Dental insurance
- Vision insurance
- Identity theft
- Life/LTD/STD insurance
- 401(k) plan
- Tuition Assistance
- Product Discount

Please send your resume to apply@inquisicorp.com.