

HOWARD PRINTING

I n c o r p o r a t e d

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Publisher of *New England Showcase Magazine*
www.NewEnglandShowcase.com

JOB OPPORTUNITY (Part-Time or Full-Time)

POSITION: Data Processor and Production Designer

GENERAL PURPOSE: Perform highly complex variable data processing and production design for fundraising and direct mail campaigns, efficiently, productively, and in a manner that upholds quality and reliability.

RESPONSIBILITIES:

- Execute both simple and complex variable data printing projects, including fundraising mailings and direct mail pieces.
- Perform the duties responsible for preparing print-ready files, including preflighting, color management, program conversions, font management, design, setup, corrections, proofing, scanning, and archiving for offset, digital, and wide-format printing projects.
- Utilize FusionPro, InDesign, Acrobat, and Excel to manage variable data print projects and templates, including digital page layout, image manipulation, and preflighting.
- Operate postal software to perform CASS, NCOA, Merge-Purge, and postal presort, and prepare postal documentation and tags for mailing production.
- Verify mail piece designs conform to USPS regulations.
- Plan workflow and review and be accountable for job ticket instructions to ensure quality control.
- Collaborate closely with clients and co-workers to provide top-quality products and services.
- Other duties as assigned.

QUALIFICATIONS:

- Two-plus years of mailing services, prepress, and graphic design experience.
- Degree in computer science, graphic arts, related field, or equivalent experience.
- Proficient in FusionPro, Adobe Creative Suite, and Microsoft Excel.
- Broad knowledge and experience in data entry, list management, and processing mailing lists.
- Solid background working with leading mail industry software.
- A firm understanding of USPS postal rules and regulations a plus.
- Exceptional attention to detail with a high level of accuracy.
- Familiarity with both Mac and PC platforms.
- Able to work with minimal supervision, juggle multiple jobs simultaneously, and read and understand job specifications.
- A conscientious and collaborative team member with a positive, professional attitude.

NOTES: Part-time —OR— full-time opportunity available immediately. This is not a remote or hybrid position. Competitive wage and benefits. Fast-paced, well-organized, team-oriented production environment. Professional development and training available depending on candidate's abilities, interests, and availability, and the growth of Howard Printing. Equal-opportunity employer.

TO APPLY: Please complete and submit Howard Printing's job application form, which can be found online at <https://www.howardprintinginc.com/about-us/careers/> or can be mailed upon request or picked up in person.