

JOB OPPORTUNITY

POSITION: Mail Services Data Processing Specialist to provide the services of file conversion, de-dupe, NCOA, CASS, presort, and list maintenance for direct mail campaigns, fundraising appeals, newsletters, and other mailings.

RESPONSIBILITIES:

- Execute both simple and complex variable data printing projects, including fundraising mailings and direct mail pieces.
- 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 conforms to USPS regulations.
- Pre-flight and prepare files for printing; make corrections to prepress files as needed; plan workflow; 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.
- Continually seek to broaden your knowledge and usage of hardware and software upgrades.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Minimum of 2 years of experience with Adobe software and Excel.
- Ability to format and work with data and variables.
- Broad knowledge and experience in data entry, list management, and processing mailing lists.
- Background working with leading mail industry software.
- Understanding of USPS postal rules and regulations.
- Exceptional attention to detail and accuracy.
- Able to juggle multiple tasks and shifting priorities.
- Excellent ability to read and understand job specifications.
- A conscientious and collaborative team member with a positive, professional attitude.
- Familiarity with both Mac and PC platforms.
- Degree in computer science, graphic arts, related field, or equivalent experience.

NOTES: Full-time 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.