



Job Title: Variable Data Specialist

Reports to: Director of Mailing Services

Date Created: June 17, 2022

FLSA: Non Exempt

Duties and Responsibilities:

1. Process client data & artwork per Client Services instructions
2. Complete assigned job tasks by the target completion date
3. Communicate with Director of Mailing Services on any delays in job completion
4. Resolve an issues or problems per the Client Services instructions
5. Identify any program problems or inconsistencies and communicate these to the Director of Mailing Services
6. Determine and implement steps for efficient job processing
7. Review live data samples prior to sending to Client Services for accuracy
8. Provide all information for the final quality control review process to the Digital Production Manager or Director of Digital Services
9. Attend training sessions as needed
10. Acquire expertise in all processing programs
11. Adhere to departmental operating procedures, safety and security procedures, and quality guidelines
12. Adhere to company policies and procedures

Position Requirements:

1. 1 - 3 years Electronic PrePress/Variable Programming experience.
2. Basic knowledge of networks, systems, and graphic applications like Adobe Indesign, Illustrator and Photoshop.
3. Knowledge or experience using GMC Inspire a plus.
4. Developing program activities, goals and objectives; creating program evaluation tools and evaluating the effectiveness of the program.
5. Communicating effectively with co-workers, management, and clients.



AREAS OF ACCOUNTABILITY:

Initiative and Work Habits – Ability to follow through with plan or task. Demonstrated determination. Ability to take independent actions when required. Makes and keeps commitments. Keeps confidences. Demonstrates basic work ethic. Grasps opportunities or identifies potential problems and takes the initiative to follow through rather than wait for problems to arise. Anticipates longer-term situations and takes appropriate action to address them. Organizes resources and activities to deal with problems or opportunities.

Technical Competency – Displays technical competency at same level as experience and displays the ability to meet quality standards.

Communication - Writes clearly. Speaks clearly in all verbal communications, one on one, or in small groups. Consistently shares ideas during meetings. Chooses the appropriate time and place to deliver a message based on subject matter and the audience, (e.g. work topic with team, confidential topic with supervisor, etc.). Listens carefully to others and asks questions to gain or clarify understanding.

Planning and Organization – Ability to plan and organize tasks according to priorities. Ability to place tasks in the order of importance. Ability to plan out time to ensure tasks are performed on time and high quality.

Team Commitment - Participates as part of a team, understanding the various work styles of others, and their roles on the team. Demonstrates enthusiasm and commitment to the goals and objectives of the team. Seeks help from other team members.

Company Policy – Committed to the success of THINK PATENTED. Adheres to THINK PATENTED's mission, vision, and policies. Projects a professional, ethical, and efficient image of company to customers, employees, and public.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands, handle controls; and see, talk and hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and stoop.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.