



JOB DESCRIPTION

Job Title: Digital Print Specialist
Facility: Brooklyn Park
Department: Digital Print Technologies
Reports to: Director of Digital Print Technologies

SUMMARY

Responsible for the electronic processing of customer files through various workflows and software. Performs all duties related to processing of basic to complex jobs, including variable data and print programming set-ups.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Follows job description and responsibilities of the Digital Print Specialist.
- Electronically prepare customer files for various output devices using Adobe Software and Kodak Prinergy Workshop.
- Work with data modules, workflow creation, writing rules, scripts, data transformations within Inspire Designer, XMPie, and Pageflex.
- Process Mail files through BCC Mail Manager Full Service.
- Produce digital and hard copy proofs.
- Provides training for other Digital Print Specialists and Technical Service Representatives.

QUALIFICATIONS

- High school diploma or equivalent.
- Technical college field related diploma or equivalent.
- Computer background, programming training, word processing, graphic and design manipulation.
- Should have experience in all aspects of the software life cycle using Quadient Inspire, XMPie, BCC Mail Manager, Pageflex, Prinergy Workshop, and Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat).
- Experience in the Direct Mail Industry.
- MAC and PC proficient.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)