# JOB DESCRIPTION

**Job Title:**      **Digital Print Specialist | Workflow Developer**

**Facility:**       **Brooklyn Park**

**Department:**     **Digital Print Technologies**

**Reports to:**     **Director of Digital Print Technologies**

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## SUMMARY

Responsible for the mail processing automation within the Data Processing department. Is the DP department resident expert with WFD creation, format file using Inspire to design the print layout, setting up Interactive. Participates in meetings with the client and the process of gathering requirements during program discovery sessions. Performs all duties related to processing of basic to complex 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 VDP Programmer 3.
- Participate in the process of gathering requirements and meetings with the client and in software design sessions along with other software developers and programmers.
- Work with data modules, workflow creation, writing rules, scripts, data transformations within the Inspire Designer.
- Create and design forms in Inspire Designer based on the client business specifications.
- Utilize knowledge of the Quadient Inspire product suite - Designer, Scalar and Interactive to provide value-add solutions to our clients and deliver end-to-end print applications solutions based on Inspire Designer.
- Provides training to other VDP Programmers and departments.

## 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 and Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat).
- Should obtain a comprehensive knowledge of the Quadient Inspire product suite - Designer, Scalar and Interactive.
- 7+ years in Direct Mail Industry.
- 7+ years working with Data Processing software such as Quadient, XMPie, and/or BCC Mail Manager.
- 7+ years working with variable content management software such as Quadient Inspire Designer.
- 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 <u>up to</u> 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)*