



JOB DESCRIPTION

Job Title: Project Navigator
Location: Brooklyn Park
Department: Digital Print Technologies
Reports to: Director of Digital Print Technologies

SUMMARY

Performs all duties related to processing of variable data and print programming set-ups. This is a working lead position. This individual will organize, schedule and distribute work. Maintain schedule and monitor work to achieve required specifications in a timely manner. Must demonstrate a commitment to customer satisfaction.

EMPLOYEE RELATIONS

- Provide direction and guidance to Digital Print Specialist.
- Collaborate with peer departments to ensure job production efficiencies.
- Responsible for training and development of Digital Print Specialist.
- Assist team peers with problem solving.

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

- All duties and responsibilities listed under Digital Print Specialist.
- Oversee production within the department and ensure the Digital Print Specialist are working efficiently.
- Provide backup support for Director of Digital Print Technologies.
- Maintain product quality in efficient manner.
- Communicate with Account Executive and/or Customer Service Project Manager (CSR) or other departments on production questions and ticket information.
- Attend daily production meetings when required.
- Prioritize and monitor work.
- Maintain schedule. Coordinate work distribution and scheduling.
- Act as a liaison between Digital Print Technologies and other departments.
- Follows and enforces department guidelines and procedures.
- Works with Director of Digital Print Technologies to handle employee situations as they arise.
- Participates in the production process.
- Ensures that all safety guidelines and procedures are followed.
- Leads the use of continuous improvement methodologies within the team.
- Performs additional duties as assigned by the Director of Digital Print Technologies.
- Project Navigator is responsible for maintaining a strong, positive relationship with all ENPOINTE Employee's and our customers.

QUALIFICATIONS

- High school diploma or equivalent.
- Computer background, programming training, word processing, graphic and design manipulation.
- Some technical college or equivalent.
- 7+ years in Direct Mail Industry.
- 7+ years working with Data Processing software such as BCC Mail Manager.
- 7+ years working with variable content management software such as GMC Inspire Designer.
- Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat).
- 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 req this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)