

# Job Description

## Data Processing Specialist

Position Title	Data Processing Specialist
Location	<b>Proven Direct, Inc - Milwaukee, Wisconsin</b>
Reports To	Manager of Media Composition and Data Services
Term of Employment	Regular
Type of Employment	Full Time
Work Hours	1 <sup>st</sup> Shift
Start Date	Immediate
Education	Associate's Degree
Experience Level	Entry Level

### Position Description

#### ***Purpose***

Proven Direct has been a leader in direct marketing production since 1997, efficiently processing thousands of custom projects and millions of unique marketing pieces to a diverse client base each year. We provide end-to-end direct marketing solutions including strategy, design, list acquisition, data processing and analysis, digital variable printing, letter shop, cross-media deployment (email, PURLS, etc.), fulfillment and distribution.

The Data Processing Specialist is responsible for processing data, preparing data for output, and preparing imaging templates according to client requirements. The expanded listing of duties and responsibilities are listed below.

#### ***Job Duties / Major Responsibilities***

- Process marketing data according to client requirements, established specifications and procedures, and US Postal Service requirements.
- Prepare data for output to a variety of devices in printed and electronic media.
- Collaborate with other departments and functions to achieve creative and efficient solutions to client objectives.
- Maintain accurate and up-to-date documentation of project details.
- Work closely with the Production managers to ensure and document standard operating procedures that support data quality and production efficiency.
- Prepare imaging templates in Indesign, QuarkExpress, Printshop Mail, Fusion Pro, Pageflex and other composition tools for output to HP Indigo, Kodak Digimaster, and other output devices.
- Systematically cross train with other Media Composition and Data Services team members on all ongoing programs and projects, assess current approach and suggest improvements when appropriate. Work with team to document existing projects with established process.

#### ***Required Education / Skills***

- Strong working knowledge of Windows OS, MS Office.
- Proficient in the use of database tools (e.g. MS Access) and other data-manipulation software (e.g. MS Excel).
- Aptitude for accurately manipulating large amounts of data, which in turn requires lengthy periods of concentration, a high level of attention to detail, and a passion for organization and accuracy.

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- Some exposure to programming is preferred but not required.
- Excellent verbal and written communication skills.
- Ability to manage shifting priorities on multiple projects while maintaining quality of work product.