



## **JOB POSTING**

# **Direct Mail/Variable Data Coordinator** (Regular Full-Time)

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### **Job Summary**

The Direct Mail / Variable Data Coordinator's responsibility will be to work alongside production team leads to coordinate the workflow through the department. This role also provides support to Sales personnel, CSR's and associated production departments regarding mail concerns that may involve consulting with Postal Representatives. The incumbent will also assist in estimating direct mail jobs and will join the team that analyzes and manipulates customer's data and executes variable data processing in accordance with all Postal Regulations.

### **The ideal candidate for this position will have:**

- Experience with Direct Mail and knowledge of Postal regulations (strong asset).
- Proficiency with desktop publishing and typesetting software (Adobe InDesign an asset).
- Knowledge with data merge and variable data processing (strong asset).
- Proficiency with MS Office Suite applications (Word, Excel and Outlook).
- Highly detail-oriented.
- Focused and enthusiastic with a positive attitude and the ability to have fun at work.
- Excellent oral and written communication skills with the ability to communicate effectively with professionals and all levels within and outside the organization.
- Problem solving abilities.
- Adaptable and able to handle change in a calm and productive manner.
- Ability to prioritize workload to ensure deadlines are met.
- Ability to motivate yourself and team members to work quickly in response to tight deadlines.
- Strong organizational skills with the ability to manage multiple projects.
- Ability to work independently and in a team environment.
- Committed to continuous learning and enhancing your professional development.
- Embraces continuous improvement with a goal of improving processes and increasing accuracy within the team.

Application deadline: 2021-01-25

**Interested candidates are invited to send their resume to [hr@prolific.ca](mailto:hr@prolific.ca)**