

Direct Mail / Variable Data Processor

(Regular Full-Time)

Prolific Graphics is looking for a Direct Mail / Variable Data Processor to join our dynamic team. Prolific offers a collaborative work environment, competitive benefits and fantastic co-workers. The ideal candidate is detail-oriented and brings to the workplace a positive attitude, willingness to learn, flexibility and easily adapts to new challenges with a continuous improvement mindset.

Prolific began as a 200 sq. ft basement operation in 1975, has grown into an innovative, technology driven business aimed at helping clients meet their communication needs. Through an entrepreneurial spirit, an unrelenting focus on quality and personalized service, the Prolific Group has grown into a trusted name. Prolific has over 40 plus years of mail experience, and is an authorized Canada Post Expert.

Job Summary

The Direct Mail / Variable Data Processor will be responsible for the preparation and analysis of electronic variable data for output in accordance with various postal regulations. This role also provides support to Sales personnel, CSR's and associated production departments regarding variable data and all mail concerns.

Some of the major job responsibilities are:

- Prepare mail for both Addressed and Unaddressed mailing services.
- Analyze customer's database, assuring that all variable data components are present for the intended variable data requirements.
- Using postal certified software, assure all addresses are at the highest level of accuracy that will allow for efficient processing as well as accessing the best available postage rates.
- Prepare files for variable output (labels, letters etc.)
- Operate high speed digital equipment when producing personalized letters or other variable data digitally produced products.
- Prepare the required reports and labels for mail prep processing.
- Prepare and transmits final electronic reports to Canada/US Post.
- Using available resources, research and keep informed of various postal regulations and updates.
- Consult with various Postal Support Representatives on postal software issues, regulations and mailer service options.
- Consult with software vendors on software issues and concerns.
- Provide support to Sales personnel, CSR's and associated production staff on variable data and mail piece specifications.
- Approve all components of a mail package (inserts, brochures, envelopes, letters etc.) prior to printing.

The ideal candidate for this position will have:

- Experience and knowledge of Postal regulations (strong asset).
- Proficiency with desktop publishing and typesetting software (Adobe InDesign; strong 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 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 with the team.

Covid-19 considerations

Health and Safety of our employees and customers is on top of our mind at all times. Since COVID-19, we have implemented many procedures to keep everyone safe including social distancing, disinfecting, masks, hand sanitizer stations and more.