

Wilson-McShane Corporation

Fund Administrators Variable Data/Print Specialist Bloomington, MN

Essential Duties and Responsibilities include the following:

- Design and maintain a variety of variable data forms
- Design and maintain a variety of static forms
- Analyze and process address data for bulk mailings
- Operate digital and inkjet print processes
- Assist in the development of documentation and process improvements
- Handle HIPAA and other sensitive information daily
- Other duties as assigned

To perform the job successfully, an individual should have the following qualifications:

- 1-2 years experience with Variable data software (Marcom Central, Quadient, Objectif Lune)
- 1-2 years experience using Adobe Creative Cloud (Indesign and Acrobat)
- 1-2 years experience operating digital print equipment
- Proficient with Microsoft Excel, Word, and Access
- Working knowledge of USPS regulations and design requirements

Preferred Experience:

- Experience in the print and mail industry
- Knowledge with Addressing software (Bulk Mailer, A-Qua Mailer)
- Knowledge of scripting languages (Javascript)
- Graphic design and/or prepress experience

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service- Responds promptly to customer needs; Responds to requests for service and assistance; Manages difficult or emotional customer situations.
- Communication- Speaks clearly; Listens well and asks for clarification when appropriate; Responds well to questions; Writes clearly and informatively; Edits work for spelling and grammar.
- Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player.
- Judgment- Displays willingness to make independent decisions when needed; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process
- Quality- Demonstrates accuracy and thoroughness; Looks for creative ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Prioritizes and plans work activities.
- Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly and manages multiple tasks at the same time.
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Takes responsibility for own actions.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.