

Job Description

We are currently looking for a Data Processing Specialist. Candidate must have previous data processing, laser printing, and postal presorting experience and knowledge. Please forward resumes to hr@amidirect.com

RESPONSIBILITIES:

- Follows procedures regarding handling of jobs, carefully observing job deadlines and operation schedules while following department guidelines.
- Work closely with Account Manager obtaining necessary approvals prior to production runs.
- Work in a fast-paced environment.
- Work as a team player, willing to contribute in areas outside job description when appropriate.

Desired Skills & Experience

- Strong programming experience, preferably with some direct mail knowledge and knowledge of postal regulations.
- Import and format data from external sources into a database.
- Knowledge of postal presort software especially CASS/NCOA and merge/purge processes. Preferably Mail Manager BCC Software.
- Be familiar with VDP using GMC PrintNet T software.
- A high level of communications skills and business acumen, to be able to work directly with users to quickly and accurately understand and implement their requests.
- Must be able to take direction and work well with others.
- Must be able to work under the stress of deadlines.
- Must be able to concentrate and perform accurately
- Must be able to react to change productively and to handle other tasks as assigned.
- Think logically and be able to articulate thoughts in a clear, concise manner
- Comfortably work both individually and as part of a group
- Efficiently manage multiple concurrent assignments
- Be able to communicate clearly and effectively with managers and co-workers