

Harding Poorman Group

Job Expectations

Title	Variable Data Programmer	Non-Exempt
Reports to/ Division	Digital Print and Mail Manager	Date last revised: September, 2010
Key Tasks	<p>Takes customer supplied mail database files and convert to either XM Pie file or Plant Press file.</p> <p>Must ensure the integrity of the database file in relationship to the necessary database program.</p> <p>Forwards job to the docutech department.</p> <p>Deals directly with customers, both internal and external.</p>	
Critical skills, knowledge, and behaviors	<p><u>Technical:</u> Proficient in computer skills and trouble shooting. Software experience must include:</p> <ul style="list-style-type: none"> • InDesign • XM Pie • Planet Press • Excel <p>A thorough knowledge of the processes of mailing and fulfillment. Also, must have knowledge of postal regulations in relation to databases.</p>	
Critical skills, knowledge, and behaviors (cont'd)	<p><u>Behavioral:</u> Effective analytical, problem solving and decision-making skills (can gather and analyze data and information and draw conclusions). Able to think logically and analytically.</p> <p>Able to read, interpret, and use visual instructions and electronic data for performing tasks.</p> <p>Effective verbal, written, and interpersonal skills, including active listening skills. Can effectively communicate with a variety of individuals with diverse backgrounds, education, and experience.</p> <p>Demonstrates orientation towards quality and customer service.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Able to negotiate with and influence others and able to resolve conflicts.</p> <p>High detail orientation and accuracy.</p>	
Experience, education, degrees, licenses	3-5 years experience in the industry.	
Physical demands	Must be able to work proficiently with computer equipment.	
Work environment	Work is performed primarily in both an office environment and production shop environment, with limited exposure to chemicals.	