



Job description

Position: DTP Specialist

Group: DTP Dept.

Scope of job:

The DTP Specialist completes the DTP steps required in a localization project. Project tasks include evaluation, preparation, formatting, PDFing, delivery and back up of the project files. Project deliverables range from technical docs (online&offline) to brochures and art files.

Position relationships:

- The DTP specialist reports to the DTP Team Lead.
- Functional liaison with the Project Management, Localization Engineering and Quotes departments.

Position responsibilities:

- Evaluate and prepare project deliverables (on and offline documentations, art files and brochures) for translation following set quality standards. This process typically includes the verification of source files and fonts and the conversion of files for engineering.
- Format and PDF documentation, place and resize localized screendumps and art files, generate indexes and tables of contents.
- Complete own projects on time and in line with quality standards.
- Provide daily feedback to the DTP Team Lead on project tasks status.
- Coordinate, support and QA projects outsourced to external DTP resources.

Software applications used:

- MS Office (especially Word and PowerPoint), Adobe FrameMaker, Adobe InDesign, Adobe Flash, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, and Hypersnap DX.
Experience with Adobe PageMaker, QuarkXpress and Snapz Pro is a plus

Position requirements:

- Demonstrated ability to work on Windows and Macintosh operating systems
- Enthusiastic, organized, flexible and attention to detail
- Good communication skills
- Fluent in English