



Job description

Position: DTP Team Lead

Group: DTP Dept.

Scope of job:

The DTP Team Lead 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. (70%)

In addition, the DTP Team Lead manages the daily activities of the DTP team. As such, he/she is responsible for team member performance, resource planning, task allocation, continuous improvements and adherence to set quality standards. (30%)

Position relationships:

- The DTP Team Lead is reporting directly to Senior Management.
- Functional liaison with other department Team Leads.

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.
- Assign daily project tasks to team members.
- Day to day DTP team management (team meetings, support, escalation).
- Coach and train team members.
- Establish, document and enforce processes, checklists and tools to ensure continued high level of production quality within DTP team and of service towards the organization.
- Work closely with other departments team leads.
- Represent the DTP team.
- Provide input to Senior Management on team member performance.
- Provide feedback to Senior Management on team related matters (workload, recruitment and training needs, outsourcing requirements).

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
- Planning and scheduling skills
- Organized, pragmatic, problem solver and attention to detail
- Team builder and motivator
- Self motivated
- Good communication skills
- Fluent in English