



Graphic Composition is a family-owned, growing commercial printing company that specializes in product labels, large format, variable data printing, direct mail, and both digital and offset printing. Our success over the last 70 years can be attributed to the long-standing relationships we have built with our customers, and our incredible employees who are committed to delivering world-class products and services.

Graphic Composition is currently seeking a full-time **DIRECT MAIL DATA PROCESSOR**. This individual must use their extensive knowledge of the mailing industry and have outstanding organizational skills to support the management of multiple projects. Candidate needs to have a strong understanding of current USPS regulations, BCC Software - Bulk Mailer Business, and have advanced knowledge of Microsoft Excel and be familiar with scripting in MySQL.

Duties and Responsibilities:

- Inspect/preflight and troubleshoot client data files before processing.
- Understand USPS mail piece design and preparation requirements.
- Ability to use BCC Software Bulk Mailer Business Software a must.
- Create and upload Mail.dat files to the USPS via PostalOne!
- Ensure that data processing jobs are completed in a timely and accurate manner.
- Perform Quality Control checks on all output, including Postal Reports and final data files for variable data printing and inkjet mailings.
- Ability to solve problems when faced with unexpected delays or situations.
- Must be able to manage multiple objectives and tasks simultaneously and be able to adjust immediately to changing priorities as set forth by management.
- Must be able to handle logistics for drop shipped mailings.

Required Education/Experience

- 2 - 5 years of experience with Direct Mail (CASS, NCOA, Presort, Drop Shipping).
- Has a strong understanding of current USPS regulations and PostalOne!
- Understand USPS mail piece design and preparation requirements.
- Proficient in Bulk Mailer Business.
- Strong Microsoft Excel and MySQL scripting skills.
- Excellent written and verbal communication skills.
- Adobe Creative Suite knowledge a plus.
- Variable Digital Print knowledge using HP SmartStream Designer is a plus.

Benefits:

- 401(k) plan with company match.
- Health insurance.
- Life insurance.
- Vision Insurance.
- Paid time off.
- 9 Paid Holidays.