



[frgraphicsolutions.com](http://frgraphicsolutions.com)

6540 Singletree Dr.  
Columbus, OH 43229

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**Job Title: Data Processing Specialist**  
**Department: Data Processing**  
**Location: Columbus, OH**

Fraga Graphic Solutions, LLC is a provider of customized printing and marketing campaigns designed to drive business results for its customers. We have an immediate opening for a highly motivated, results-oriented individual to join our team. The successful candidate will have the unique opportunity to learn and perform duties in our data processing department.

**Duties and Responsibilities**

- Receives and/or downloads data files from clients, checks them for validity, and formats them for importing to Mail Addresser software system. Runs data verification (CASS and NCOA), performs mail file sorts and preparations for ink jet and/or laser imaging.
- Performs list maintenance and database management tasks on computer-based tools to format and control variable personalization of messages and information, to be printed on products, packaging, and mailings.
- Ensures accuracy and relevance of input and output data, creates associated documentation and distributes information to appropriate departments.
- Create and/or maintain file archives for completed jobs and documentation required by the USPS such as NCOA, etc.
- Process and maintain records, statistics, and reports regarding mailing lists, postage costs, merging and batching operations.
- Assists with the implementation of any process change or enhancement in the mailing department.
- Perform other duties as assigned by supervisor.

**Minimum Qualifications**

- Associate's Degree or equivalent work experience (2+ years)
  - High degree of computer literacy, and strong skills in Microsoft Excel
  - Ability to work effectively and efficiently in a fast-paced environment to meet goals and deadlines
  - Ability to perform multiple tasks with strong attention to detail.
  - Strong verbal and written communication skills
  - Ability to work independently with minimal supervision and work with others as a team.
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- Ability to quickly adjust priorities according to changing business and client needs
- Strong planning, organizational and time management skills.
- Self-motivated and a willingness to learn new skills
- Must be dependable; have the ability to work overtime with little or no notice

#### **Preferred Qualifications**

- Programming and/or database management experience.
- Experience in the digital printing and/or mailing industry.
- Proficiency in Adobe Creative Suite and experience with FusionPro
- Experience in direct mail data processing and knowledge of postal regulations.
- Proficient at preparing files for addressing, sorting and labeling finishing mail.

#### **Application Instructions**

To apply for this opportunity via email, send resume and cover letter, including salary requirements, to [gfraga@frgraphicsolutions.com](mailto:gfraga@frgraphicsolutions.com)

We offer a competitive compensation package, as well as opportunities for growth and advancement.

Fraga Graphic Solutions, LLC is an Equal Opportunity Employer that values diversity, and, as such, provides equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status.