

Position Direct Mail Data Processor
Hours Monday through Friday 8:00am to 5:00pm
Location West St. Paul, MN

Overview

Sexton Printing is a SOC II and HIPAA compliant commercial printer that provides print and online variable direct marketing solutions.

Job Description

Sexton is searching for a full-time direct mail processing expert, who has the ability or potential to also process data for multi-media and fulfillment campaigns.

Responsibilities

- Data design, development, implementation and testing of mailing and variable data projects.
- Review/process supplied data files for correct formatting and processing requirements.
- Conversion of various files formats using a variety of software tools. Formats include: comma, tab, pipe delimited and MS Office formats, including Access & Excel.
- Data processing compliance with USPS regulations in function, output and reporting - including NCOA, CASS, DSF and DPV.
- Collaboration with various co-workers to resolve issues quickly, ensure timelines are consistently met, and ensure the highest quality and accuracy is achieved in production.
- Comply with USPS mailing regulations, drop shipping, co-mingling, finishing and providing quality customer service internally and external to customers.
- This position will also coordinate the data management needs for multi-media campaigns and online fulfillment.

Qualifications

Successful candidates must be self-motivated with excellent written and verbal communication skills. They must also have the ability to multi-task, analyze, troubleshoot, problem-solve complex list processing scenarios, and coordinate data across multiple departments in a fast paced environment.

Experience

Three plus years in mail list processing role is preferred along with the ability to manipulate data using tools such as; merge purge, list conversion applications, SQL, address hygiene, scripting applications and/or other variable data software using fixed and variable data formats.

Must be proficient in using MS Office applications and with BBC Mail Manager. A background in variable digital, email campaigns, list purchasing, rights management, storefronts and/or online fulfillment a plus.

Education

A background in technology related field is preferred.

Candidates can email their resumes to mailprocessor@sextonprinting.com