

## **We are looking for a detail driven data analyst for our Springfield location!**

QSL Print Communications, a Koke New Century, Inc. company, is the 3<sup>rd</sup> largest mailing center in the state. Our clients rely heavily on our expert mailing services and appreciate our knowledge and expertise when it comes to getting the best postal rate. We are a family-run business built on four generations of printers who value quality workmanship, honesty, respect and teamwork.

**Position:** List Processor

**Department:** Mailing

**Reports to:** Production Manager

**To Apply:** please submit a cover letter and resume to [careers@qslprinting.com](mailto:careers@qslprinting.com) and put Iron Man in the subject line.

**No walk-ins or phone calls please.**

### **Broad Function**

Our List Processor generally serves as the knowledge base for current postal regulations and format requirements and is responsible for setting up and processing mailing data for the purpose of generating lists for inkjet addressing.

The mailing division is a busy and deadline oriented hub of activity that relies heavily on the accuracy of its mailing data. Our team members represent QSL in a professional manner by being courteous, helpful and respectful to our clients and coworkers at all times. Our team members are detail oriented, personally responsible individuals capable of performing their duties with minimal supervision.

### **Essential Responsibilities & Required Skills**

- Inspect client provided mailing lists, fix formatting errors and flag any potential issues
- Format and export data for production
- Prepare documentation for the post office
- Occasionally assist in metering mail
- Occasionally assist in tagging and strapping mail trays
- Coordinate with co-workers, clients and post office personnel to trouble shoot any data processing issues
- Perform other duties as necessary
- Ensure that jobs maintain a high level of quality and are completed on time
- Be a multi-tasking problem solver that can work under pressure of deadlines
- Adhere to all Koke New Century, Inc. policies and procedures as detailed in the employee handbook

### **Minimum Requirements & Abilities**

- High school diploma or equivalent
- Two years of data entry or data analysis experience
- Extensive experience using Microsoft Excel
- Excellent 10-key skills
- Regular and predictable attendance is required
- Must be a team player