

## **Pratham InfoTech Foundation: DTP Operator**

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### **Position Summary**

To use specialized computer software to make sure that printed material (such as books, newsletters, reports, banners, posters etc) as well as material for the web are well designed, attractive and easy to read.

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### **Principle Duties**

- Be able to follow a design brief accurately and work creatively on it
- Work independently as well as in a team
- Work methodically and pay attention to detail
- Be flexible and able to adapt quickly to new creative briefs
- Be creative with an eye for good design

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### **Qualifications and Skills Required**

- An excellent hand at using DTP software and an interest to keep up to date with new computer software and technology
- At least 2 years experience of working as a DTP Operator
- Enjoy doing artistic work
- Well-organized
- Be able to prioritize a varied workload
- Have polished communication skills
- Work well under pressure and to strict deadlines
- Good written skills
- Good interpersonal skills
- Should be between 20 – 35 yrs of age

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### **Location**

Mumbai