

DTP Operator

Job Responsibilities:

Create and produce a variety of high-quality communication materials that incorporate text and graphic images.

- Edit graphics, such as photographs or illustrations,
- Import text and graphics into publishing software.
- Integrate images and text to create cohesive pages,
- Adjust text properties, such as size, column width, and spacing,
- Revise layouts and make corrections as necessary.
- Submit or upload final files for printing or online publishing and digital.
- Should be an expert in apps like Photoshop & Illustrator.
- Expert in color correction & photo manipulation.
- Expert in using shortcut keys in Photoshop & Illustrator.

Perquisites:

- Should have hands-on experience in Adobe in Design, Photoshop, and Illustrator.
- Should have hands-on experience in typesetting, adaptations of digital marketing creative's, page layouts for reports and catalogs, and image correction or manipulation.
- Knowledge of Grids and Guidelines.
- Layout sensitivity & knowledge of Fonts.
- Excellent designing skills, especially with design and photo-editing software.
- Ensure that all projects are delivered on a timely basis.
- **Knowledge of publishing with regard to the specification of page size, binding and cutting area (Trim and Bleeds), and processing formats for color printing.**
- **Work methodically and pay attention to detail.**
- Should have previous experience in Typing.
- Creative & confident DTP operator preferably from a textbook publishing/printing firm.
- Should have hands-on experience with PDF corrections.
- Should have hands-on experience in typesetting, Layout, designing of inside text pages, and cover designs for textbook publishing.
- Should understand and be able to perform text/picture corrections on PDF files in case open files are not available.
- Work experience from any textbook publishing firm or graphic design agency would be preferable.
- Should be resourceful to arrange the software/fonts for some critical corrections from the internet.
- The candidate should have **1- 5 years of experience** in Graphics Designing. He/she must be a graduate or above.

Contact:

Interested candidates may send their resumes to deepak.hr@peoplesuniverstiy.edu.in and cc to director.hr@peoplesuniverstiy.edu.in or can call on 0755 4005059/5026.

Note: applications without portfolio links will be rejected