

DTP Operator

Job Summary

At Required DTP Operators are who can make sure that printed materials (such as books, questionnaires, study materials and brochures) are well designed, attractive and easy to read. DTP operators often have to work to tight deadlines. They may work as part of a team, possibly with other DTP operators and designers.

>> Must Have Skills: Corel Draw, Photoshop, BENGALI STM & MATH (FORMULAE) TYPING <<

Kindly go through the job details before applying.

Job Location: **Pathfinder Corporate Office [Hazra]**

Interview Date: **1st to 7th September 2019**

Reporting time: **12:30 pm onwards**

Interview Location:

PATHFINDER (Head Office)

96K, S. P. Mukherjee Road

Calcutta- 700026

[Nearest Metro Railway Station: Jatin Das Park, Gate No.: 04 or 06]

Contact: HR Department (+91-3340120783 / 3340120715 / 9330203906)

Duty Hours: 09 hours

Week Off: 01day per week

Responsibilities and Duties

- Producing graphics such as Math formulae typing, Bengali STM typing, diagrams, charts and tables.
- Using DTP software to produce a layout for each page of the publication.
- Selecting formatings, such as the size and style of type, column width and spacing.
- Selecting and checking colours.
- Re-sizing design elements to fit the page
- Making sure images are positioned near the relevant portion of text
- Making sure that each page, and the document as a whole, is uncluttered and well balanced
- Using electronic publishing technologies, such as Hypertext Markup Language (HTML) to convert documents to an internet-ready format.

Key Skills

Bengali STM, Photoshop, Math typing, Math Formula typing, Corel Draw

Required Experience and Qualifications

- Should be excellently skilled with Photoshop and Corel Draw.
- Should be known & experienced in Bengali STM & Math Formulae typing.
- Should be able to prioritize a varied workload.
- Should work well under pressure and to strict deadlines.
- Should enjoy doing artistic work.

Benefits

- PF, ESI is mandatory.
- Gratuity facility is there.
- Lucrative financial entitlements are there.

Job Type: Full-time

Salary: ₹9,000.00 to ₹12,000.00 /month

Application Questions

- How many years of Bengali STM experience do you have?
- How many years of DTP Operator experience do you have?
- How many years of Math Formula Typing experience do you have?
- What is the highest level of education you have completed?
- Do you speak English?