

<b>Job Title:</b>	DTP Associate
<b>Reports To:</b>	DTP Coordinator / WP Creative Services Supervisor
<b>Location:</b>	Hong Kong
<b>Purpose of Job:</b>	DTP Associate is a word processing position required to efficiently schedule and process new and existing documents to the clients' specifications. May be called upon to perform quality assurance duties. This position requires prior word processing experience and ability to work independently or with little supervision, and sometimes assist in the training of less experienced associates. Effectively uses the software outlined below to create and produce document templates, mail merges, charts, graphs, complex tables, simple formulas and client documents.
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>■ 3+ years word processing experience preferred</li> <li>■ Strong customer service skills and professionalism</li> <li>■ Work in a collaborative and team oriented environment</li> <li>■ Type a minimum of 70 wpm English / 50 cpm Chinese using Chang Ji ( ) (with a high level of accuracy)</li> <li>■ Able to read simplified Chinese</li> <li>■ Basic knowledge of the PC platform</li> <li>■ Familiar with OCR document cleanup</li> <li>■ Intermediate to advanced knowledge of Microsoft Office software suite (Word, PowerPoint, Excel)</li> <li>■ Able to learn and conform to any new work procedures</li> <li>■ Shift work required</li> <li>■ Willing to work "overtime", weekends and holidays at minimal notice</li> </ul>
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>■ Follow clients' instructions exactly and accurately</li> <li>■ Process clients' projects and working within strict time constraints and deadlines</li> <li>■ Communicate and interact with clients in a professional, positive and courteous manner</li> <li>■ Process PowerPoint presentations, financial statements, legal documents, proposals, questionnaires, presentations, letters, schedules, labels, and tab masters. May also process spreadsheets</li> <li>■ Effectively use the software outlined above to create and produce document templates, mail merges, charts, graphs, tables, and client documents</li> <li>■ Use job tracking software to log in and out of all tasks assigned for internal tracking purposes</li> <li>■ Check work for errors</li> <li>■ Scheduling documents according to procedure, and acting as project coordinator to certain jobs when necessary</li> <li>■ Understand and accurately utilize data collection process</li> <li>■ Maintain an overtime or time tracking log</li> <li>■ Able to perform various Reprographics jobs as necessary</li> <li>■ Contribute to the team through cooperation and participation</li> <li>■ Communicate effectively with other team members <ul style="list-style-type: none"> <li>- Maintain confidentiality and exhibit a professional decorum at all time</li> <li>- All other duties assigned</li> </ul> </li> </ul>

**Application Method:**

Please quote the job title and email to Ms Karen Leung at [karen.leung@wlt.com](mailto:karen.leung@wlt.com) with a copy of your CV