DTP Operator

Company Profile:
Samhita means "COLLECTIVE GOOD." We help people and organizations "DO GOOD CSR BETTER" by creating symbiotic relationships between those who are bringing about change on the ground and those who have the means and resources to enable that change.

Collective Good Foundation provides comprehensive project implementation solutions for the development sector. We work closely with companies, non-profits and foundations to address some of the most challenging issues in healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

The Samhita GoodCSR platform is developed by Samhita Social Ventures in collaboration with Collective Good Foundation and supported by the Bill & Melinda Gates Foundation and the Tata Trusts, with an aim to revolutionize the way social sector projects are executed and monitored. With streamlined dashboards and real time analytics, GoodCSR is changing the way companies and NGOs connect and work towards the larger goal of social change.

Samhita is looking for a DTP Operator who will be responsible for the following activities:

Job Description:
1. Enter text into computer keyboard and select the size and style of type, column width and appropriate spacing for printed materials.
2. Gather existing materials or work with designers and writers to create new artwork or text
3. Find and edit graphics, such as photographs or illustrations
4. Use scanners to turn drawings and other materials into digital images
5. Import text and graphics into desktop publishing software programs
6. Select formatting properties, such as text size, column width, and spacing
7. Check proofs, or preliminary layouts, for errors and make corrections
8. Finalize formatted documents for printing or electronic publication
9. Send final files to a commercial printer or print the documents on a high-resolution printer
10. Enter data, such as coordinates of images and color specifications, into system to retouch and make color corrections

Skills required:
1. Degree or diploma in design, applied art or related disciplines
2. Should be conversant with all design software's. i.e. Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver. Knowledge of HTML5 & FLASH will be an added advantage
3. Should be able to type in Hindi and Marathi

If you would like to take up this challenge, then kindly send your resume to sharad@samhita.org