**Job Description**

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| **Designation:** | DTP Operator | **Job Location:** | | Mum, Ahm, Ind, Ludh, |
| **Department:** | Consulting | **Grade/ Level:** | | L1b |
| **Direct Reporting To:** | Associate Director | **Direct Reportees:** | | None |
| **New Position/ Back Fill:** | New | **No. of openings:** | |  |
| **Introduction:**  &A Business Consulting (AABC) is India’s leading management consulting firm and the only one to focus exclusively on Small & Medium Businesses. We have consulted more than 8500 Small and Medium Enterprises (SMEs) so far and have helped them take their businesses to the next level.  We are a team of 200+ consultants specializing across 6 different consulting practices: Finance, Sales, Human Resources, Information Technology, Marketing and Legal.  AABC focuses on delivering results through assembling a team of consultants who have the right expertise and experience relevant to that industry or the client they serve. The firm’s expertise can efficiently address contextual problems from diverse industries. The consultants are conversant with changing market dynamics and can identify and apply long-term improvements to a business. We continually seek better ways to address important business problems. We can decide for you, the best resources: People, Idea, Strategy, Technology and Finance.  As a management consultant, the firm handholds senior managements to improve operational efficiency, formulate strategy and become more productive, and hence more profitable.  **Job Purpose::** DTP operator is responsible for Publishing, Graphic Design, Printing & reprographics of doable of AABC clients. | | | | |
| **Responsibilities:** | * Responsible for working on DTP Software to produce a layout for print collaterals * Responsible to work on design brief shared by the senior designer * Producing & Working on graphics such as diagrams, charts & tables for presentation * Will be responsible for scanning & editing photographs & other images * Responsible for making Artwork for printing * Working on positioning of artwork & text of page layout | | | |
| **Requisite Skills:** | * Photoshop * Corel Draw * MS PowerPoint * In Design * Adobe Page maker | | | |
| **Behavioural Traits:** | * Creative, with an eye for good design * Knowledge of Printing * Task Oriented * Well versed in Typing speed | | | |
| **Education:** | Diploma/Graduate | | | |
| **Relevant Experience:** | Minimum 1.5 year of experience | | | |
| **CTC per annum:** |  | **Total Experience:** | | 1.5 years |
| **Travel** |  | **Monthly Net Salary:** | |  |
| **Owns Vehicle:** |  | **PF – Yes / No** | |  |
| **Preferred Domain:** | Consulting, Client Servicing, HR, etc. | | | |
| **Reference Companies:** | Printing, Publication, Ad agency | | | |
| **Gender:** | Male/ Female | | **Marital Status:** | Any |