



## White Globe

White Globe is a leading Language Service Provider offering Translation & Localisation services in more than 300 Foreign and Indian Languages. These services are mainly used by MNC Companies who do business in multiple languages or Indian Multinationals with Global presence. In a short span of two years White Globe is already servicing more than 500 clients across the globe including several Fortune 500 Companies.

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining very high level of Quality by a team of highly competent project managers and delivery professional. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills

To meet its growing business needs, White Globe is looking for young, enthusiastic and experienced Desktop Publishing (DTP) specialists who will build the competencies in this Line of Business and support the translation Services Vertical to meet all Desktop Publishing and Formatting requirements of our Clients. This position is responsible for developing partner alliance with DTP service Providers at Multiple Locations.

The candidate is expected to be a Domain expert who can understand the current Industry dynamics and Eco System and visualize the future developments to develop innovative services and products.

The organization follows an objective method of assessment of performance with key deliverables assigned specific weightages and a score card of performance being published every fortnight.

Please visit: [www.whiteglobe.co.in](http://www.whiteglobe.co.in)

### POSITION DESCRIPTION SUMMARY

**Function: DTP - LOB**

**Location: : Pune**

Position Title: Manager/Product Manager- DTP LOB

Reporting To: Head- DTP LOB

#### **I) Position Summary**

##### Key Objective / Purpose of the Job:

*The incumbent would be a subject matter expert and would lead the development of the Company's innovative new services and products for the LOB.. This position will participate in all facets of development, understanding industry needs, gaps, conceptualization of new services/products, packaging the product/service and launching& marketing the services. The responsibilities will include supporting the translations services for all DTP and Formatting assignments. The incumbent will also lead all partnerships with DTP Service Providers at multiple locations. The LOB Manager will also be responsible for the P&L of the DTP LOB.*



***b) Major Activities***

- ◆ Post-DTP QA checks (content check)
- ◆ Working with markup languages such as HTML, SGML, XML as well as online documentation formats such as Acrobat PDF and various others
- ◆ Font management applications
- ◆ Knowledge of various printer drivers and professional PostScript printers
- ◆ Formatting and page layout
- ◆ Creating and editing graphics and screen shots (generic graphics, screen captures, illustrations and diagrams)
- ◆ Converting/generating output of translated material in multiple formats (creating PostScript files and PDF files)
- ◆ Identification of DTP Partners at various Locations
- ◆ Sign-up with DTP Service Providers at various locations
- ◆ Meet with clients and/or Partners to understand current products and services and identify gaps.
- ◆ Manages the engagement with various Partners on all company-wide initiatives for DTP Services
- ◆ Pulls together budgets, workback schedules, and delivery as assigned by stakeholders and/or other teams.
- ◆ Assists with reconciliation of project budgets as well as gathering the required information in order to allow for accurate financial forecasting
- ◆ Works with partners, vendors and other outside resources necessary
- ◆ Facilitates communication upward and across project team; including project status, project schedules, justifications for variances, and technical information
- ◆ Ensures that schedules and billing information is documented
- ◆ Closely tracks and reports billing timing and cadence and updates finance team in order to provide accurate forecasting data.
- ◆ Supports implementation of improvements to team production workflows and tools, to improve efficiency and quality
- ◆ Manage on-going and external facility productions by partnering with outside production companies or internal stakeholders to build custom solutions and support.
- ◆ Assist in scoping new projects as needed
- ◆ Other job-related duties as requested.

**II) Person Specification:**

***a) Essential Qualifications:***

Bachelor's Degree. Highly qualified and skilled DTP specialists and graphic designers. Ability to work with the latest software and applications necessary to prepare any project of any size, in every language, in any format and on any platform



<p><i>b) Requisite Skills:</i></p>	
<p>➤ <u>Technical</u></p>	<p><b>Knowledge of Various Tools:</b></p> <ul style="list-style-type: none"> <li>◆ Layout design applications (DTP): QuarkXPress, FrameMaker, PageMaker, WordPerfect, Corel Draw, Adobe Photoshop, Paint Shop Pro</li> <li>◆ Ability to Build Compatibility with Translation software: Trados, SDLX, Transit, DejaVu</li> <li>◆ Ability to build Compatibility with Localization software: Catalyst, Passolo, SDL Insight</li> <li>◆ Web design support: HTML, Web Editors, and Web QA tools</li> </ul> <p><b>Platforms and Software</b></p> <ul style="list-style-type: none"> <li>◆ Experience working on both Windows and Mac operating systems.</li> <li>◆ Expertise in using the powerful suite of all new Microsoft Office applications (incl. Word, PowerPoint, Publisher, Visio).</li> </ul> <p><b>Microsoft Windows (all current and past versions):</b></p> <ul style="list-style-type: none"> <li>◆ InDesign</li> <li>◆ Illustrator</li> <li>◆ Photoshop</li> <li>◆ Acrobat</li> <li>◆ Freehand</li> <li>◆ Corel Draw</li> <li>◆ PageMaker</li> <li>◆ QuarkXpress</li> <li>◆ FrameMaker</li> </ul> <p>Should be able to deal with any graphic format including: .gif .jpg, .ai, .eps, .bmp, .tif, .shg, .wmf and others.</p> <ul style="list-style-type: none"> <li>◆ Published work : Brochures, Marketing Collateral, Campaigns</li> <li>◆ Experience in a start-up environment, or other arena where the ability to translate ambiguous concepts to concrete actions plans is key</li> <li>◆ Experience with prioritizing and maintaining a multi-project schedule</li> </ul>



	<ul style="list-style-type: none"> <li>◆ Excellent project management skills with proven experience managing media technology projects</li> </ul>
<p><u><i>Behavioral</i></u></p>	<ul style="list-style-type: none"> <li>◆ Excellent customer service skills</li> <li>◆ Able to lead and mentor a team</li> <li>◆ Have interpersonal skills to deal effectively with all business contacts</li> <li>◆ Professional appearance and demeanor</li> <li>◆ Work varied shifts, including weekends and holidays</li> <li>◆ Able to effectively communicate in English, in both written and oral forms</li> <li>◆ Can manage multiple projects at once, strong in multitasking while ensuring client needs are being met and responded to in a timely manner</li> <li>◆ Enjoys collaborating with a team to build solutions from the ground up</li> <li>◆ Must be client focused and provide excellent customer service at all times</li> <li>◆ Excellent written and verbal communication skills</li> <li>◆ Ability to multitask and juggle multiple projects at once and prioritize effectively</li> <li>◆ Understands and can confidently control client, scope, schedule, and budget</li> <li>◆ Strong organizational skills and ability to closely track project scope, budget and milestones</li> <li>◆ Must be able to work effectively in a fast-paced environment</li> <li>◆ Must have the ability to adapt to changes in equipment, software and workflow</li> <li>◆ Experience with client reviews and feedback management</li> <li>◆ Experience in working in a corporate environment</li> <li>◆ Ability to handle high pressure situations</li> <li>◆ Ability to network extensively and build potential contacts</li> <li>◆ Ability to maintain company image and effectively manage customer expectations</li> </ul>
<p><u><i>c) Work Experience</i></u></p>	<ul style="list-style-type: none"> <li>◆ 5-8 years of experience required. (DTP Services )</li> </ul>