



Vacancy for
In-house DTP operator

ITR is a well-established translation company providing top quality multilingual translation and DTP services to global clients.

Our DTP services focus on the use of FrameMaker and InDesign. We employ an in-house team of highly trained DTP operators complemented by a team of skilled contractors.

Due to a continuously high demand for our DTP services, we wish to recruit a DTP operator to join our existing in-house DTP team, either on a fixed-term contract or as permanent member of our staff.

Responsibilities include:

Formatting foreign language versions of technical publications (user guides, technical data sheets, sales leaflets) to match original English templates. Involves very limited scope for graphic design but requires high levels of technical skill and attention to detail, using programs such as InDesign and FrameMaker. (We would consider retraining an experienced Ventura or Quark Xpress operator.) Knowledge of foreign languages advantageous but not essential.

We would welcome applications from candidates with the following qualifications and experience

- Proven IT skills
- Educated to degree standard in e.g. modern languages, graphic design, or printing technology
- Some knowledge of DTP or graphics tools such as InDesign, FrameMaker, QuarkExpress, Adobe Illustrator or advanced knowledge of MS Word.
(*We would be prepared to provide DTP training to the right candidate.*)
- Good communication skills
- Outstanding attention to detail
- Flexible mentality

Salary: negotiable according to previous DTP experience and level of training required.

If you are interested, please send your current CV with a covering letter quoting reference DTP_Gen_0804 to:

resources@itr.co.uk

ITR International Translation Resources Ltd
1 Dolphin Square, Edensor Road, London W4 2ST, UK.
Website: www.itr.co.uk