



# LINEAGE

The Important Things Never Change.

**Position:** Data Processing Specialist  
**Reports to:** Data Processing Manager  
**Shift:** Day shift Monday-Friday, Saturday (**occasionally**)  
**Job Type:** Full Time hourly  
**Location:** Topeka KS

## OUR CULTURE

We move to the beat of a different drum. Our core values aren't just words on a piece of paper but something we strive to live out every day. We make a difference in the lives of our employees, their families, and our communities. We accomplish this by using our time, talents and resources. Each of our locations support local charities and we offer the opportunity to participate in international mission trips.

We are committed to our culture. We rally behind our core values and we deliver a positive experience to our customers. We celebrate our employee's success and encourage our team members to bring their insights and recommendations to the table. Are you ready to discover your true potential? Are you ready to join the Lineage family?

## POSITION SUMMARY:

The Data Processing Specialist will work with the Data Processing Manager, Customer Service, and Production to support all operations related to customer job processing. Key information and file work to enable the customer job to come to life in a functional, flawless, and efficient manner.

## DUTIES AND RESPONSIBILITIES:

- Ensure jobs support production and operations objectives for optimal processing
- Edit and improve upon jobs using existing software programs and applications
- Design individual jobs with customer service for maximum customer satisfaction
- Ensure jobs are error-free, readable, efficient, and logically organized for ease of production
- Run extensive tests and trial runs to confirm proper functionality and desired results
- Collaborate in cross-functional projects
- Stay abreast of industry breakthroughs and any new relevant programming technology
- Live out Lineage core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion in all aspects of the job.
- Other duties as assigned.

## QUALIFICATIONS:

- Bachelor's degree or comparable experience
- 2+ years of job processing experience in a lettershop environment
- Proven mastery of use in our preferred coding language
- Professional manner and accountable for work performed
- Strong independent work ethic
- Adept problem solver
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational and planning skills and attention to detail.
- Ability to explain technical information in understandable language to nontechnical employees.
- Effective problem solving and trouble shooting skills



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**SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- This position is in a production and office environment
- Standard & specialized office equipment is used (such as computers, phones, copier, mail machine, folder inserter, printers, sorters, etc.) as well as tool use (screw driver, clamps, drills, pliers, wrenches, etc)
- This position is primarily sedentary position
- Filing, bending, standing, reaching with hands/arms, using tools, etc. as necessary
- While performing the duties of this position, the employee is required to speak and hear

**TRAVEL:**

- This position requires little to no travel.

**BENEFITS:**

Lineage Offers full time employees with the following benefit options:

- Medical, Dental, Vision Insurance
- Life, Disability, and Voluntary coverages
- 401k and 401k discretionary employer contributions
- Paid Time Off
- Paid Holidays
- Bonus Programs

Please apply by sending your resume to [LineageKSjobs@trustlineage.com](mailto:LineageKSjobs@trustlineage.com)

*Lineage is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, pregnancy status, marital status, military or veteran status, genetic disposition or any other reason protected by law.*