



JOB DESCRIPTION: Digital Operator/Pre-Press Technician
DEPARTMENT: Job Printing
REPORTS TO: Director of Operations
TYPE: Full Time
DATE UPDATED: July 13, 2017

JOB SUMMARY:

The Digital Operator/Pre-Press Technician is an integral part of the Job Printing team. Time will be split between the daily operation of our production-level digital printers and preparing files for our offset presses using pre-press workflow software and systems. The individual should have an excellent eye for detail and color as consistent, error-free products are required for our high valued clientele.

ESSENTIAL FUNCTIONS (include, but not limited to):

- Operating production level digital press
- Produce accurate and high quality printed materials in compliance with job specifications
- Coordinate maintenance and repairs with service technicians
- Maintain quality control from job to job
- Responsible for imposition, color calibration, and light bindery
- Responsible for scheduling jobs and coordinating deadlines with design/sales teams members
- Keeping track of stock and machine consumables
- Working knowledge of the PANTONE Color Matching System

QUALIFICATIONS:

- Command of PC Windows environment
- Knowledge of Adobe Creative Suite (including: InDesign, Photoshop & Illustrator)
- Knowledge of other graphic oriented software packages for customer conversions
- A professional phone presence
- Troubleshooting skills
- The ability to work under pressure
- The ability to multitask
- The ability to complete assignments within a given time-frame
- The ability to work well within the team of designers, pressman and bindery personnel

CHARACTER:

- Smart, flexible, diligent, organized, professional
- Good communicator
- Elevated sense of urgency
- Confident, straightforward, honest, team player

COMPENSATION:

- Hourly
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

SUBMIT RESUME TO: Human Resource Manager
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