



Prepress/Graphics Technician

Perform pre-press and graphic design services on files in preparation for digital & offset print production. Must be fluent in current industry graphic software applications, possess the ability to design from scratch and prepare customer-supplied graphics files for production.

Primary Roles & Responsibilities

Prepress Production

- Type changes, scanning and general file maintenance
- Preparation of customer files for entry into Trueflow CTP workflow system
- Process files through our workflow system
- Print proofs direct to output devices

Creative Design

- Marketing literature (brochures, booklets, mail pieces, newsletters, etc.)
- Business packages (letterhead, envelopes, business cards)
- Image retouching
- Internal marketing and sales tools

Departmental Responsibilities

- Develop solid working relationships and communication lines with all company personnel
- Preparation & participation in daily production meetings
- Meet with order department to communicate schedule status and proof deadline management
- Maintain organization of customer-supplied and internal information (logos, photo libraries, font library etc.)
- Maintain digital asset management system through Retrospect archiving software
- Utilize “Best Practice” procedures to insure quality standards
- Utilization of proof checklist on all orders
- Additional miscellaneous responsibilities as assigned

Equipment Operation & Maintenance

Mac & PC Software

- Adobe Photoshop CS Suite (image manipulation)
- Adobe Illustrator CS Suite (layout software)
- Adobe InDesign CS Suite (layout software)
- Quark Xpress 8.1 (layout software)
- Freehand MX (layout software)
- Adobe Acrobat
- Pittstop Pro (PDF editor)
- Microsoft Office 2010
- Trueflow 7 (CTP software, we will train)
- Retrospect 6.1 (archive)

Production Devices

- Xerox 4112
- Canon 6010vp
- Canon 9000s
- Screen Truepress Jet 2500

Maintenance

- Identify needed equipment updates and present research & proposals
- Maintain battery backups
- Computer maintenance (defrag, air clean)

Required Skills & Abilities

- Proficient in both MAC / PC formats
- Effective verbal and written communication skills
- Detail oriented
- Instruction interpretation and ability to follow directions
- Ability to learn and follow established operating procedures
- Basic arithmetic / measurement utilization
- Teamwork - work well with others