

## **Prepress Technician JOB DESCRIPTION**

**Purpose:** Layout and prepare electronic files per customer and printer specifications and produce press ready file.

**Reports to:** Prepress Manager

**Status:** Non-Exempt

### **Essential Responsibilities:**

Individual will be responsible for the following duties on a daily basis:

1. Given customer supplied samples, sketches, notes or electronic files to develop the graphics within specified parameters for flexographic printing.
2. Build art to the correct sizes according to the exact specifications provided by customer.
3. Make corrections to customer supplied art, setting type, simplifying vector art supplied by customer, color separation of line art elements, simplifying color pallets, adding all OEC marks and tag lines, adding all printers' marks, and checking the customer's supplied artwork.
4. Build graphics using press specs for separations, traps, bleeds, etc.
5. Output laser/inkjet proofs and press accurate proofs.
6. Produce and verify printable bar codes.
7. Create job layout and printing marks to customer specifications.
8. Apply bump curves, cutbacks and screen angles for flexo final plating finals.
9. Exercise good judgment and decision-making based upon the client's requirements and the plate making and printing processes being used.
10. Ability to accurately check files for color separations, min dots, minimum press specs, spelling, document size, etc.
11. Any other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Solid customer focused philosophy and ability to work directly with customers.
- High level of accuracy and attention to detail.
- General flexographic and corrugated knowledge is necessary. Ability to learn is essential.
- Solid computer skills and working knowledge of MAC OS and Windows Operating Systems.
- Must possess excellent oral and written communication, organization and problem solving skills.
- Ability to handle demanding schedules and multiple priorities.
- Understanding of Lean Manufacturing Principles and ability to implement.

### **Education and/or Experience:**

Associate Degree in related field or equivalent years experience within a pre-press/printing environment. Individual must have a proficient knowledge of software applications and knowledgeable in Photoshop and Illustrator. Knowledge in Esko preferred.

**Performance Standards:** Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

**Equipment/Materials Used:** General printing and office equipment.

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**Conditions of Employment:** The work setting consists of an office environment with suitable lighting, comfortable temperatures, and a low noise level. Employee should be able to sit and work at a computer for prolonged periods of the time. General vision and hearing. Occasional travel to customer sites may be required.

I understand and I am able to perform the above mentioned job requirements.

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Signature

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Date