

OEC Graphics, Inc.
Imaging and Prepress Technician
2nd Shift: M-F, 2:00 pm to 10:00 pm
Appleton, WI

Purpose: Layout and prepare electronic files per customer and printer specifications and produce press ready files. Perform color separation and distortions to output films and create flat layout and plate separations to best utilize film and plate material.

Essential Responsibilities:

Individual will be responsible for the following duties on a daily basis for either/both Imaging or Prepress Workflows:

1. Identify appropriate Image setter to produce film output.
2. Manage changes to media in plotters and changes in film in the Image setters; maintains Image setters according to equipment needs.
3. Properly sets up Rip to output the job correctly.
4. Utilize film and plate making material to perform flat layout and plate separation on film.
5. Given customer supplied samples, sketches, notes or electronic files to develop the graphics within specified parameters for printing.
6. Use design, style sheets, master templates and pagination for catalog production.
7. Build art to the correct sizes according to the exact specifications provided by customer.
8. Make corrections to customer art, setting type, simplifying vector art supplied by customer, checking 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.
9. Build graphics using press specs for separations, traps, bleeds, etc.
10. Output print card, laser/inkjet proofs and press accurate proofs.
11. Create job layout and printing marks to customer specifications.
12. Apply bump curves, cutbacks and screen angles for offset final plating finals.
13. Exercise good judgment and decision-making based upon the client's requirements and the plate making and printing processes being used.
14. Ability to accurately check files for color separations, min dots, minimum press specs, spelling, document size, etc.
15. 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, corrugated, offset knowledge is beneficial. Ability to learn is essential.
- Solid computer skills.
- 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:

Individual should be currently pursuing an Associate Degree in related field or equivalent years experience within a pre-press/printing environment. Individual must have basic knowledge of software applications. Preferably a combination of the following: In-design, Illustrator, Photo Shop, and Acrobat.

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Email application or resume to hr@oecgraphics.com. Kindly use subject line: Prepress Appleton 16-0105.

It is the policy of OEC Graphics, Inc that all persons, regardless of race, color, age, sex, creed, sexual orientation, national origin, pregnancy, or handicap, be judged solely on their qualifications in employment matters. That includes, but not limited to, recruitment, hiring, promotion, transfer, training, compensation, and termination.

EOE/M-F