

Prepress Technician – OEC Chicago

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. Develop graphics within specified parameters for flexographic printing from customer supplied samples, sketches, notes or electronic files.
2. 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.
3. Build graphics using press specs for separations, traps, bleeds, etc.
4. Output print card, laser/inkjet proofs and press accurate proofs.
5. Produce and verify printable bar codes.
6. Create job layout and printing marks to customer specifications.
7. Exercise good judgment and decision-making based upon the client's requirements and the plate making and printing processes being used.
8. Able to accurately check files for color separations, min dots, minimum press specs, spelling, document size, etc.
9. Any other duties as assigned for facility operations.

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 in a fast-paced, quick-turn work environment
- Basic understanding of Lean manufacturing principles and ability to implement

Education and/or Experience:

Associate Degree in related field or equivalent years of experience within a pre-press/printing environment. Must have excellent industry knowledge in Flexographic printing processes, both primary and corrugated packaging. Individual must have a proficient knowledge of software applications, especially with Illustrator and Photoshop. Knowledge in Esko workflows preferred.

Performance Standards: Employee will be evaluated 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.

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.

Signature

Date