

VDP Forms – Prepress Operator

Location: 275 Wellington Street East in Aurora **Shift:** Days
Posting Date: September 1, 2017 **Expiry Date:** September 15, 2017

Purpose of the Position:

Under the direction of the Prepress Manager, the VDP-Prepress Operator is required to support the print output activities associated prepress and variable projects.

Main Responsibilities:

Variable

- Preflight client files for correct size, completeness and potential issues
- Identify missing specifications, information or problematic components
- Effectively communicate project information and flag any potential issues to the CSR/Manager
- Use variable data print software to prepare layouts, data, logic, imposition and compose files
- Output print files for proofing and production, ensuring quality control checks are completed

Creative

- Use Adobe Creative Suite CC (InDesign, Photoshop, Illustrator), prepare or modify creative files and templates as needed
- Application of page layout, typography, colour management and font management principles in relation to digital printing

General Prepress

- Communicate effectively with manager, customers, co-workers, account managers and all pre-production personnel
- Participate in ongoing training and continuous improvement efforts. Provide technical advice and support to team members as needed
- Complete job responsibilities in a timely manner with a high degree of accuracy, attention to detail and minimize production related errors
- Manage workload, prioritize multiple projects and rush jobs with CSR and internal department managers
- Understand capabilities and limitations of equipment as they would apply to the project to achieve optimum throughput, efficiencies and quality
- Work overtime as required and perform other duties as requested to support the team

Qualifications:

- University and/or College education
- Minimum two (2) years experience in the graphic arts industry specific to digital print
- Experience with variable data print software (Fusion Pro, XMPie and PageFlex Studio).
- Willingness to learn, adapt and continuously improve
- Proficient with both MAC and PC platforms
- Proficient in latest Adobe Creative Suite CC (InDesign, Photoshop, Illustrator)
- Proficient in Microsoft Office applications (Excel, Word and Outlook)
- Ability to read and interpret documents such as dockets and procedure manuals
- Ability to understand and carry out written, verbal or diagram instructions;
- Ability to perform well under pressure; strong problem solving abilities.