

Job Description

Brofort Inc. 1500 Creditstone Rd, Vaughan, On, L4K 5W2.

Job Description: Creative Design Associate

Job Duties

Purpose & Scope: To serve as liaison between the customer and the print production team for the daily processing of print files, creative artwork and order entry into Shopvox.

Hours & Location:

- Full time hourly (Range \$15 - \$20, commensurate with experience)
- Based out of Vaughan, 1500 Creditstone Rd

Duties & Responsibilities:

- Position exists in the creative room at the Vaughan print facility. This position will work closely with customers and management to ensure all jobs are processed efficiently and to client expectations.
- Interacting/dealing with customers via telephone/email.
- Ability to prioritize to-do lists.
- Receiving customer requests, prioritizing work output based on deadlines, creating proof documents and follow up with customers to additions or changes.
- Updating job repository with latest files and artwork assets for production.
- Preparing files for print and finishing with registration marks, cut marks, bleed, pagination, white layers, flattening and outlining.
- Designing basic signage and layouts in Adobe Illustrator, Photoshop and InDesign.
- Provide reporting and support to daily output and issues.
- Occasionally prepare shipping labels or booking couriers for outgoing work.
- Occasionally pick small orders and prepare for shipment.
- Enter credit card transactions and perform daily opening and closing procedures.
- Other duties as requested

Supervision:

Received: Supervised by the Creative/Pre-Flight Supervisor.

Given: Will assist with cross-training of new Creative/Pre-Flight employees.

Working Conditions:

The incumbent works primarily in an office atmosphere within the print facility. Occasional activity in the warehouse and/ or print room, may be necessary, where the incumbent may be exposed to dirt, dust, noise and fumes. The incumbent may be required to travel within the GTA to customer meetings or training sessions

Physical/Cognitive Requirements:

Usual: Operating knowledge of google docs. Strong operating knowledge of Adobe Suite products.

Occasional: In exercising these functions the incumbent must be able to exert up to 50 lbs. of force occasionally to move objects

Skill & Capabilities Required

Education:

Required: High School Diploma

Preferred: College/University Degree with a focus of Print or Creative Design

Experience:

Required: Two years experience with the Adobe suite of products

Preferred: Experience in a preflight role in a sign or print company.

Hard Skills:

- Technical
 - Ability to download and open files using the correct applications
 - Setting up proofs for clients using Adobe InDesign & Illustrator
 - Ability to create cut lines, reg marks, white ink, properly for pre-flight
 - File organization and nomenclatures in Job drive (how to name proofs vs print ready files)
 - Understanding of exporting files for correct output (PDF vs EPS)
 - Knowledge of RGB vs CMYK files
 - Understanding bleed and trim marks
 - Missing fonts, outlined fonts, replacing fonts, and their purposes
 - How to correctly set up sizes for files
 - Knowledge of files that are low vs high resolution
- Product knowledge - Types of signage and products we sell
 - Understanding the workflow process
 - Interior vs exterior signage
 - Print and marketing collateral
 - Pick, pack and shipping
 - Creative design & preflight
 - Installations
- Material knowledge - Rigid/Roll Material
- Shopvox
 - Signing In and using reports
 - Entering in customer info and using leads
 - Entering in orders/quotes

Soft Skills:

- High level of attention to detail
- Dependable and flexible
- Good communication skills, both written and spoken
- Lateral thinking problem solver
- Self managed priority setting
- Follow up and follow through with customers and internal team members

If you are interested in the position, please email your resume to mmartinez@brofort.com

Marianne Martinez

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