

## Job Description

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

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**Job Description:** Print Production Operator

### Job Duties

**Purpose & Scope:** To ensure the efficient production of print ready files and supervision of priorities based on deadlines. To gain a full understanding of the operation of production equipment used to print and manufacture signage.

### **Hours & Location:**

- Full/Part time hourly - Based on shift schedule (Range \$14 - \$20, commensurate with experience)
- Based out of Vaughan, 1500 Creditstone Rd

### **Duties & Responsibilities:**

- This position will work closely the Brofort Print Solutions team to ensure all jobs are processed profitably while meeting or exceeding deadlines and client expectations.
- Ability to prioritize to-do lists and to manage floating daily objectives based on urgency and importance
- Provide and analyze reporting and support of daily output metrics and recurring issues.
- Ensure the daily flow of jobs are executed with flawless quality while achieving deadlines.
- Continuously provide process improvements to help Brofort Print Solutions to get faster while improving costs.
- Maintain effective levels of inventory thereby reducing handling costs, carrying costs, obsolescence while maximizing buying discounts.
- To have a through operating knowledge of all equipment used in the production of signage and print.
- To perform regular maintenance, as outlined on vendor training, to ensure operating standards of all equipment.
- Ensuring a safe and healthy operating environment in the creative, production, finishing and packing areas.
- Working collaboratively with team members to achieves company objectives while maintaining a positive morale.
- Other duties as requested

### **Supervision:**

Received: Supervised by the Print Production Supervisor.

Given: Will assist with cross-training of new print production operators.

### **Working Conditions:**

The incumbent works primarily in the print production rooms within the print facility. Activity in the warehouse and/ or print room, will be necessary, where the incumbent may be exposed to limited levels of dirt, dust, noise and fumes. The incumbent may be required

to travel within Canada to attend customer meetings or training sessions. The incumbent is responsible for wearing safety shoes as well as safety gloves and safety glasses as required.

**Physical/Cognitive Requirements:**

Usual: Operating knowledge of google docs and Adobe Suite products. Strong knowledge of operating procedures, software and abilities of print equipment.

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: One to three years of experience in a manufacturing facility

Preferred: A thorough knowledge of print equipment and systems and established procedures.

**Hard Skills:**

- Technical
  - Ability to download and open files using the correct applications
  - Understanding of RIP software and layout tools
  - Understanding of colour gammits, colour separation and file types.
  - Knowledge of RGB vs CMYK files.
  - Understanding bleed, trim marks and cut registration marks
  - Knowledge of white versus 4 colour prints.
  - Ability to perform maintenance and ensure uptime on all equipment.
  - How to correctly load roll and rigid material in printers
  - Knowledge of inventory and inventory maintenance systems
  
- 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 job gates and updating notes
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**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](mailto:mmartinez@brofort.com)

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