



## **WE'RE HIRING....**

PBI – Printing By Innovation Inc. is one of Canada's fastest growing and progressive Commercial Print Companies providing the best customer service, quality and value. We are a top tier full service printing company with **state-of-the-art** production equipment and fulfillment services. We believe that managing our processes under one roof helps to improve our overall execution and commitment to the "Customer Experience". We are committed to **"going the extra mile"** .....always.

### **Job Summary:**

We are seeking a full time **JUNIOR DIGITAL OPERATOR** with a drive for excellence in quality and further complimented with the ability to thrive in a fast pace environment. The Junior Digital Operator will be a dedicated team player who is able to work independently. They will also have the knowledge and skills required for prepress operations and digital print and the ability to handle numerous and varied tasks simultaneously. The Junior Digital Operator will be detailed oriented and have a strong mechanical aptitude.

If you would like the opportunity to **join the PBI Team**, please forward your CV to [HR@pbiinc.ca](mailto:HR@pbiinc.ca).

### **Major Responsibilities:**

- Prepare files for digital services
- Plan job layouts, bindery requirements, outsourcing, etc.
- Prepare files for a variety of in-house and outsourced finishing methods
- Alter client provided artwork if needed
- Make sure that jobs leave the prepress department correctly and ample overs
- Help in platemaking when required
- Interpret docket information, instructions, layouts, etc.
- Adhere to production schedules
- Organize, plan and prioritize work

#### **Monitor product quality**

- Check work against layouts, proofs, and docket information
- Quality control checks periodically throughout production

#### **Assist in the general upkeep and maintenance of PrePress Equipment**

- Perform basic day to day maintenance and cleanliness of all machines (replace toners and paper for proofers and printers)
- Maintain daily housekeeping functions
- Maintains a safe work environment

#### **Other**

- **This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your manager.**

### **Qualifications, Requirements and Physical Demands:**

- College diploma in related field from a recognized institution is preferred
- Extensive knowledge of Prepress operations for offset and digital print
- Be conversant of Heidelberg Printready system would be an asset
- Computer literate with Mac OSX , Windows platforms and Microsoft Excel
- Strong knowledge of Adobe Suite (Acrobat, InDesign, Illustrator, Photoshop)
- Experience with imposition & Fiery software, plus quality control practices and procedures
- Must have knowledge of printing process, colour spaces, working styles, hard & soft proofing, etc

- Experience with Adobe PDF workflows: preflighting, imposition and output
  - Excellent organizational skills with strong attention to detail
  - Strong troubleshooting and problem solving skills
  - Ability to multi-task and prioritize work to meet urgent deadlines and work well under pressure in a fast paced environment
  - Knowledge of XMPie variable data software preferred
  - Knowledge of Canada Post and USPS postal requirements preferred
  - Lift and carry items up to 40 pounds, bending and continuous computer input
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**Terms:**

PBI is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. PBI is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. PBI will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

The incumbent shall comply with all Health & Safety Policies and Practices for this position in the workplace.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.