**Job Title:** Pre-Press Technician **Classification:** Non-Exempt

**Reports to:** Pre-Press Coordinator

**Job Summary:** To process internal work orders for both stock and custom product in support of our company vision to be our customers’ favorite supplier. The Pre-Press Technician receives work orders and continuously prioritizes work throughout shift. Production orders are processed based on lead time, availability of resources, and production requirements. Work involves reading production documents, converting art files, arranging digital images for printing, exporting digital files to printers, communication with other teams, and quality inspection of work performed.

**Essential Functions:**

* Receive work orders and art files, and reconcile info to all supporting documentation before processing production orders
* Arrange digital images for print, according to material, production, and quality standards
* Convert and group art as needed
* Scan orders for processing
* Export digital files to assigned printer
* Perform quality checks and assurance before finalizing processing
* Report to department coordinator regularly on expedited orders and jobs that require special attention
* Communicate any production changes to team lead, supervisor, or other departments as required
* Perform other duties as required or assigned

**Additional Responsibilities:**

* Report all unsafe activities to Plant Manager, Safety Director or Human Resources
* Be punctual and dependable; accountable for assigned work shift
* Comply with all safety and environmental rules, regulations and guidelines, including PPE (Personal Protective Equipment) requirements
* Adhere to company policies in regards to the use of personal phones, headphones, use of the internet, and other company property during your work shift
* Take direction from and communicate with others regardless of age, gender, race or religion
* Participate in cross-training within and outside of home department
* Perform general housekeeping duties to keep works areas clean and free of debris; also to include basic recycling of plant materials
* Dispose of hazardous and all other waste materials in accordance with regulatory procedures and policy
* Attend department and company meetings, and participate in proactive team efforts to meet goals

**Physical Requirements and Working Conditions:**

* Ability to perform essential duties while sitting at work station
* Ability to perform such actions as reading, keying keyboard, and using mouse
* Ability to prioritize and process documents on a regular basis, with consistent exposure to a computer
* Comfortable working in a manufacturing environment around machinery or equipment with moving parts
* Could be exposed to dust, noise or hazardous materials

**Required Knowledge, Skills, and Abilities:**

* Good command of the English language, both written and verbal
* Good reading, spelling and comprehension skills
* Must demonstrate a good understanding of basic math functions
* Must demonstrate a good mechanical aptitude
* Must be able to use and navigate a computer
* Familiarity with Adobe Illustrator and Photoshop (CS6) preferred
* Familiarity with Color Gate, Wasatch, Fiery and Onyx helpful
* Must demonstrate a high attention to detail
* Ability to take direction and work well with others

**Required Experience and Education:**

* 6 months to 1 year related experience and/or training required; 1-3 years’ preferred
* High school diploma; or GED; or equivalent combination of education and experience

I have read and understand this description of the position noted above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Printed

*This position description is not intended to be a detailed description of every duty and job responsibility. Incumbent may be called upon from time to time to do miscellaneous unrelated and related duties. Incumbent may also be nominated to participate in personal development training for the purpose of career development. This position description has been approved by all appropriate levels of management.*