Repro Operator

To contribute to the performance of the production studio through the delivery of high quality, accurate and commercially focused repro files for a wide range of print based projects.

Knowledge / Experience / Skills

Minimum of 2 years experience producing repro within the graphics arts industry.

You will be able to demonstrate;

- Good attention to detail.
- Sound knowledge of all print process requirements (relating to pre-press).
- Strong computer skills in required production software.
- Good planning and organizational skills.
- Works well under pressure to meet tight deadlines.
- Adaptability and flexibility.
- Enthusiasm, initiative and ability to work as part of a team.

Key Responsibilities

- To adhere to the company's "Standard Operating Procedures".
- To be flexible in line with the demands placed on the business to ensure (OTIF) delivery to clients in accordance with (SLA's).
- To use approved versions of software and workflow tools as defined within the (SOP's) to process jobs.
- To make artwork files print ready, ensuring they adhere to printer specification and bespoke client requirements.
- To ensuring brand consistency is maintained across ranges.
- To utilize and update master elements library as defined in (SOP's).
- To be self reliant, able to make decisions quickly on own behalf, and to distinguish situations where problems should be referred to Technical/Customer Service Representative.
- To keep production management informed of any jobs that may become a risk for non-delivery.
- To use virtual proofing to ensure all work conforms to customer and technical requirements.
- To carry out self-checks on produced work.
- To complete the appropriate checklist, sign and date.
- To record all time and materials into the job system.
- To carry out calibration and maintenance routines in accordance with (SOP's) for the department.
- To support the business in other areas as may be required from time to time.

Package
Commensurate to ability

For further details or to apply please send links and CV to Tony Knight: tony.knight@magharl.co.uk