

Job Title	Junior Prepress Technician
Reporting	Prepress Team Lead
Location	335 Steelcase Road East, Markham ON, L3R 1G3
Status and Pay Rate	Permanent Full-time. Starting Hourly Rate: \$19.00

If interested you can apply via Career Website at the link:

<https://apply.workable.com/sinalite/j/058F3892FB/>

The deadline for applications is April 29th, 2022.

Job Summary: The Junior Prepress Technician provides the interface between the Customer Service Department and the Production department. Files generated by customers must be reviewed so proofs/plates can be accurately prepared in compliance with job specifications and company quality standards. Ensures all prepress work meets customer timeframe requirements. Works closely with other staff members to meet or exceed customer satisfaction and service.

As a Junior Prepress Technician, you are accountable for meeting the department production and quality goals, as well as playing a key role in meeting company-wide profitability and customer satisfaction goals:

- Guarantee satisfaction and value for our customers.
- Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth.
- Maintain personal productivity and quality standards that make possible attractive financial returns so that the company can continue to provide excellent service to our customers and ensure job security and career growth for our staff.

Responsibilities and Duties:

General and Administrative

- Coordinate with the Production Team to produce and prioritize jobs, and when necessary reorganize to meet deadline changes and updates.
- Communicate effectively with the Prepress Lead, Prepress Team, Press Supervisor, and the Production Team, informing and updating them regularly to guarantee that company objectives and customer objectives are met.
- Participate as a key player in the company by supporting operations as needed.
- Follow systems and procedures outlined in the Procedure Manual.
- Provide training and advice to customers on the preparation of digital files as required.
- Comply with all OHSA safety requirements.
- Keep current on the latest technologies and software tools.
- Other duties as assigned.

Prepress Operations

- Operate all equipment in accordance with operating instructions.
- Receive and manipulate files digitally from all sources.
- Responsible for preflighting and troubleshooting customer digital files.
- Responsible for preparing files for output to proof/plate.
- Layout/impose files on imposition templates. Setup register targets and trim lines for production using Preps and Metrix imposition software.
- Output files to the proofing device and/or Plate setter; set line screens, resolution, and other press-specific settings.
- Produce and verify all Digital Proofs making Dylux/Mock-up proofs as needed.
- Conduct paste-up and book imposition as necessary.
- Make backups on a regular basis and organize files for safekeeping and for easy retrieval.
- Troubleshoot RIP issues as required.
- Verify hard - proof folded offset jobs and digital books as required.
- Review and correct any format and layout issues.
- Efficiently operate plating machines and software as required.
- Send approved custom jobs and outstanding scheduled jobs to plating as required.
- Match plates with appropriate docket and proofs as required.
- Troubleshoot Prinergy and/or imposition issues as required.
- Responsible for workflow of jobs with special requirements such as finishing (roll labels, spot UV, foil, etc.).
- Assist in and support recruitment initiatives as required.
- Respond to Prepress department customer inquiries.
- Maintain a clean and well-organized work area.
- Other duties as assigned.

Equipment and Supplies

- Clean and maintain equipment and work area following maintenance procedures, and update maintenance logs.
- Monitor and manage inventory of design and graphics supplies; order and stock supplies as assigned by the supervisor.
- Inform supervisor of equipment problems.

Qualifications:

- Minimum of 1 year of practical experience in graphic design/prepress.
- Knowledgeable of applicable professional prepress applications.
- General knowledge of utility programs.
- Knowledgeable of Macintosh and Windows platforms and operating systems. ● Ability to prepare files for output to proof and plate, receive and manipulate files digitally and maintain operating systems on production machines.
- Knowledge of Kodak Prinergy workflow.
- Knowledgeable of how to prepare and impose jobs for offset, digital and large format printing.
- Knowledgeable of printing terminology and practices.
- Experience in paste-up and book imposition.
- Thorough knowledge of PDF.
- Meet or exceed minimum test results as specified by the hiring manager.
- Excellent language and communication skills.

Working Conditions:

- Intensive computer work and extended use of the computer keyboard and mouse.
- Sitting for prolonged periods of time - up to 8 hours per day.

- Working remotely and in office as required.
- Exposure to ink and chemical fumes, and airborne particles such as paper dust and drying powder.
- Work area may have fluorescent lighting and air conditioning.
- Noise level is usually moderate to loud.
- Fast-paced environment: subject to schedule and priority changes and short notice activity.
- Occasional lifting of objects up to 25 lbs.
- Occasional overtime may be required.
- Additional hours may be required due to operational requirements.

What we offer:

- Employer Paid Benefits including but not limited to: Health, Dental, Life, and Vision after probationary period
- Employee Saving Programs and Wellness Programs
- Regular employee appreciation events
- Opportunity to work with a fun and dynamic team
- Room for growth and advancement
- Casual business dress environment

Want to get a better sense of who we are and what we do? Check us out on Glassdoor! Review employee testimonials and employee-driven content including videos and photos!;

https://www.glassdoor.ca/Overview/Working-at-SinaLite-EI_IE1520650.11,19.htm

Sinalite is committed to providing equal employment opportunity for all persons regardless of race, sexual orientation, family status, ethnic origin, colour, sex, age, marital status and/or disability. We are committed to treating all persons with dignity, independence, integration and respect.

Alternative formats of this position are available upon request.