



Department:

- Pre-Press

Position Title:

- Pre-Press Associate

Impact:

- The Pre-Press Associate position is one of critical impact to our business. You will have the opportunity to make a positive contribution to our clients and grow your career in a fast-paced, exciting environment.

Pre-Press Associate will be responsible for include:

- Prioritizing jobs
- Pre-flighting jobs
- Scheduling and handling jobs
- Creating digital proofs for all orders
- Reading and interpreting job docket
- Setting up print-ready files for production
- Assisting with client requests and changes
- Inputting docket information for scheduling
- Barcode generation using appropriate software
- Handling and updating the status of job docket
- Attaching printed proofs in job docket for production
- Ensuring all digital assets are up-to-date and organized
- Ensure accuracy with supplied information from the client
- Ensuring files are setup for the appropriately for different printing processes
- Copy print-ready files to the appropriate server depending on the print process

Preferred Skills & Experience:

- Accuracy
- Detail oriented
- File/asset management
- Preparing proofs for customer approval
- Understanding of digital printing process
- Knowledge or pre-press processes in digital print environment
- Preparing print-ready files for different printing processes (Digital & Overprint)



Qualifications:

- Punctual & Dependable
- Able to produce consistent high level of detail
- Above average computer skills – typing accuracy
- Expert level written and verbal communication in English language
- Minimum 6-12 months of experience working in a fast-paced digital print environment
- Preference for candidates with education/experience in Digital Print/Graphics Communication

HOURS OF WORK

- This role will work normal office hours (9am-5pm Monday to Friday)
- Our regular business hours are 6:00AM to 11:00PM, Monday to Friday
- Your work shift may vary based on customer and departmental requirements
- Any shift changes will be communicated to you by your direct supervisor with ample notice

LOCATION

- On-site in office @ 77 Steelcase Rd. West Unit 6, Markham, ON
- Opportunities exist to move to hybrid work model after 6 months of proven high performance

BENEFITS

- Comprehensive Health plan
- Team Events & Celebrations
- Mental Health and Well Being focused work environment

COMPENSATION

- \$40,000-\$50,000 CDN commensurate to candidate experience, education, and fit.

Please send resumes to: Tyler@detonatelabels.com