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Prepress Graphics Technician - Desktop Publishing

Imprint Plus
Richmond, BC

Job Description:

We are looking for a **Prepress Graphics Technician** to join our team. You'll be a key contact and part of the team responsible for preparing customer layouts and pre-production files for printing. In addition, when capacity requires, you will be assisting the team by creating name list files and printing insert sheets.

This position requires a self-motivated individual who has excellent communication skills, both written and verbal, strong problem solving skills, can work independently and be self-directed as well as work as part of a team.

On any given day you'll be doing one or all of these things:

Creating customer layouts

Preparation of production files for printing; UV inkjet, sublimation, digital printing, engraving and more

Creating name list files, printing insert sheets, quality control and sending jobs to the printers.

Colour correction

Provide expertise in art preparation and file compilation to pass to print production.

Ensure that the quality of all work produced meets established standards

Printing and engraving name badges.

Creating customer samples

Name badge and signage assembly, taping, packaging and labelling

Provide assistance to other production teams as needed.

Desired Skills & Experience:

- High school diploma / related post-secondary education
- 2 years of graphic design experience in a manufacturing environment
- Intermediate knowledge of MS Excel, Word and Outlook
- Experience on UV flatbed printers an asset
- Proficient skills in Adobe Creative Suite and Corel Draw
- Knowledge of PDF and postscript files and PDF plug-ins
- Excellent time management skills, ability to manage tasks concurrently, establish priorities and respond quickly to shifting deadlines
- Ability to colour match various samples (cannot be colour blind)
- Excellent communication skills (written and verbal)

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- Experience with an ERP system (Navision) is an asset

About Imprint Plus

At Imprint Plus, we build connections between our customers and their customers through our innovative name badge and signage systems. For over 30 years, we have been using high quality, environmentally friendly materials and processes to build programs for over 37,000 customers in 102 countries, ranging in size from Fortune 500 multinationals to small owner managed businesses. We are looking for positive and passionate people to join our team who share our commitment to excellence, collaboration and teamwork. You'll be joining a dynamic team, located in Richmond BC that has great benefits, enjoys having fun at work and is part of the global team of CCL Industries and Avery.

If you feel that you meet the requirements listed above, please submit your current curriculum vitae and cover letter that showcases how you feel you are the right fit for this role.

We look forward to hearing from you soon!

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