

Position Opening: Graphics/Prepress Technician

Full-time position opening for a graphics/prepress technician at a busy commercial print shop in Ashland, Wis.

Prepress technicians set the foundation for successful print production. They ensure that the proper format, appearance, and layout of text and graphics is set before a file is printed. Prepress technicians take print or electronic files and import or re-create them using specialized software, making color, text, and digital image corrections as needed. They then output files to film, plate, or directly to a digital press. Prepress technicians require effective communication skills for taking orders from and advising customers, troubleshooting prepress problems or addressing management or customer concerns.

Responsibilities:

- Receiving and processing orders from customers in person and via phone/email/web
- Ensuring proper layout of text and images prior to full press run of printed products
- Creating original layouts/graphics for a variety of printed products
- Troubleshooting prepress problems and addressing customer concerns
- Operating digital printers and finishing equipment

Qualifications:

- Excellent customer service skills
- In-depth knowledge of Adobe Creative Cloud software
- Ability to multi-task in a busy work environment
- Strong work ethic

Please send a letter of interest and resume via email to info@heartgraphics.net