



JOB POSTING

SEPTEMBER 2022



OPEN POSITION: Jr. PRE-MEDIA SPECIALIST, FULL-TIME, DAY SHIFT

LOCATION: LOWE-MARTIN, 5990 FALBOURNE ST., MISSISSAUGA

Recognized as the largest independently owned commercial printer in Ontario and medalist for Canada's Most Environmentally Progressive Printer for over a decade- Lowe-Martin is committed to sustainable environmental stewardship to protect our environment and our economy. Our overarching sustainability goal is to reduce the environmental footprint of our operations, drive change in our industry, and contribute to a reduction of the environmental footprint of our customers. Specializing in Large Format, Short Run Digital, Litho printing, E-Commerce, Fulfillment & Direct Mail.

With a remarkable history of operating since 1908, we'd like you to be a part of advancing our future!

THE ROLE:

Entry level; the Jr. Pre-media Specialist will train to perform daily tasks to provide the interface between customer supplied graphic files and the internal production team through assessment, build and preparation of production-ready files for print, graphic outsourcing and web. Progress made through accomplished training targets and execution of tasks are pathways to intermediate and senior positions of this role.

WHAT YOU WILL DO:

- As a junior specialist, you will train to understand and perform the following;
- Read and perform workflow instructions, purchase order specs and planning requirements for each job- guided by the production schedule.
- Thorough preflight, file preparation including: inputting, formatting, image editing, colour corrections and file fixes to art and dielines- utilizing Adobe Creative Suite, Acrobat Professional with Enfocus Pitstop plugin.
- Conceptualize creative art for clients or modify agency design files per client specification.
- Send PDF proofs with preflight reports and production ready art files to vendors; communicating with the Print Production Specialists (CSRs).
- Use required software to impose pages to match client service supplied layouts pertaining to standards or existing templates for Litho, Short Run Digital, Large Format and Variable Data.
- Troubleshoot and report any known limitations that may arise in press or finishing.
- Uphold the Quality Control process and standards in place, data entry for daily time and job logs.

QUALIFICATIONS:

- Strong knowledge and use of Adobe Creative Suite (Illustrator, Indesign, Photoshop) and Microsoft Office.
- Design and production art experience. Logo creation to layout design and flow,
- Ability to follow directions clearly, excellent communication skills, able to explain job and deadline issues.
- Constant commitment to quality, improvement and strict deadlines.
- Excellent troubleshooting, problem-solving, critical thinking, and decision-making skills.
- Ability and willingness and to help co-workers with problem solving.
- Sense of urgency and able to work under pressure, independently or as part of a team.
- Self-starter and able to learn new software quickly.
- Highly organized, detail oriented and quality consciousness, are essential. Customer Service oriented.
- Assets if available: Imposition knowledge, digital content experience, creating animation, structural design, packaging knowledge, colour correcting

THE LOWE-MARTIN GROUP IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.

We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act. Let us know how we can accommodate you to participate in the recruitment process.

SUBMIT RESUMES: Human Resources Email: TorontoHR@LMGroup.com

In Person: 5990 Falbourne Street, Mississauga, ON L5R 3S7

LoweMartin