

## **JOB DESCRIPTION**

**Position Title:** Jr. Pre-Press Specialist  
**Reports To:** MANAGING DIRECTOR  
**Position Type:** Full-Time Employment

**Resource Integrated Ltd.** was founded in 2004 with a vision to develop business-building ideas with impact. Collectively, our team of industry experts have continuously pushed the limits of what's possible to produce outstanding results for our clients. Through our diverse service offering, sure-handed project management and fastidious attention to detail, we have grown productive partnerships with some of Canada's most respected names in retail. No matter the project requirement, we've grown our reputation on bending time, shoe-stringing budgets and anticipating client needs before those needs even come to light. As our business evolves, we are looking to add to our team with individuals who can live the out-of-the-box thinking, ingenuity and a bespoke approach our clients need. As a member of our team, you will have an unquenchable thirst for product innovation and take the spirit of integration in our company name to heart. We care SO much about our team, we have a fantastic culture dedicated to work-life-balance, you'll want to be a part of a fun, fast paced collaborative team! Work with a small, highly competent team whose members share your high sense of commitment. Competitive compensation and benefits package available.

The team at Resource Integrated has a depth of knowledge to deliver whole solutions for **design, print, retail fixtures and displays, logistics and installations, and data driven communications**. We follow an omni-channel approach where you can rely on innovative and cost-effective solutions that fit perfectly with your strategic goals.

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### **POSITION OVERVIEW:**

A self-motivated professional with current experience in Pre-press and a passion for production and operations management. Skills must include but are not

limited to, comfort in studio environment, knowledge of a manufacturing and production environment, estimating, purchasing and production coordinating at various levels within several traditional print mediums, fleet graphics or custom display organizations. The candidate should have a proven track record of improving production, process and quality controls. This individual must carry a strong interest in manufacturing and should have the ability to develop and implement procedures that increase productivity and efficiency in the manufacturing process as it relates to prepress. Must be able to cope well under pressure within a fast-paced environment. The successful candidate is an effective communicator within all levels of the organization and possesses strong leadership, analytical, problem solving, interpersonal, decision-making and team building skills.

### **RESPONSIBILITIES / EFFORTS / WORKING CONDITIONS:**

- Excellent verbal and written communications with the ability to represent RI in a professional manner
- Provide exceptional service – professional, knowledgeable, timely, detail-oriented and accurate
- Build accurate prepress ready artwork in an efficient and timely manner
- Edit high resolution images in Photoshop, as required
- Maintain consistent files and follow client brand guidelines
- Maintain server workflow and ensure consistency
- Set up and maintain internal client websites from template-based software
- Set up and maintain motion graphics projects using After-Effects software
- Create critical path documents and, track and manage production job flow
- Ability to multi-task and react quickly to sudden changes in direction
- Procure and manage substrate materials and mock up availability for each project, including sourcing proper substrates and obtaining samples
- Manage client dockets with proper documentation in an organized fashion
- Ensure flawless execution on each project from conception through to delivery
- Ensure that product is well packaged and acceptable for the end user
- Ensure that product is delivered on time and on budget
- Background in print estimating, purchasing and production coordination, an asset
- Manage schedules to ensure the on-time delivery of projects
- Implement a quality assurance system to minimize any potential challenges
- Provide a summary of information to the Client Service Team and to the Managing Director for ongoing improvement

## **QUALIFICATIONS / SKILLS REQUIRED:**

- Proficient in the use of MS Word and Excel, Adobe CS software, including InDesign and After-Effects
- Solid understanding of design principles and a keen eye for attention to details
- Post Secondary Education in Graphic Arts along with 2 years experience
- Minimum 2 year practical Graphic and Printing Equipment Operation experience
- Minimum 2 year practical Pre-press and Creative Design experience
- Ability to communicate effectively

To apply for this role, please send your resume to [inquiries@ri007.ca](mailto:inquiries@ri007.ca)