



85 Royal Crest Crt. Unit 9 – Markham Ontario

Job Description

Viaflex Solutions is a leader in the fast paced prepress and platemaking world serving the recession proof packaging market. Utilizing the latest in technologies and working with the best team in the industry, Viaflex offers a challenging role that will provide you with a long-term career. Four of Five prepress operators are GCM graduates that have been happily employed since their graduation. Our growth is looking for a sixth operator. All training will be included.

Summary

This Prepress Operator position sets the foundation for successful print production by ensuring that the proper format, appearance, color, and layout of text and images is accurate for plating on flexographic presses for the packaging market.

Essential Duties and Responsibilities:

- Utilizing Macintosh applications such as Adobe Illustrator, Adobe Photoshop and Adobe Acrobat with high end workflow systems to provide print ready plates.
- Prepare art work by applying various pre-press processes such as trapping, file assembly, step and repeating, distortion and proofing.
- Effectively communicate with customers via phone and email.
- Organize and effectively handle multiple projects
- Receives electronic files and scan or import into software, making color, text and image corrections as required.
- Review and interpret supplied material to determine necessary actions
- Communicate with customers and teammates to obtain the information necessary to produce the highest quality product in the easiest manner possible within the time guidelines
- Maintain quality control through proper procedure and monitoring work via workflow checklists at every stage through prepress
- Check and troubleshoot incoming jobs prior to an order being generated

- Check and troubleshoot artwork, system issues and digital film separations and resolve
- Log time and activity for every job for billing purposes.
- Maintain file storage and retrieval standards to organize jobs within and completed by prepress
- Communicate with other operators regarding experience with current or previous jobs
- Adapt quickly to changes including application updates and Macintosh operating system changes
- Comply with and apply all Pre-press and Company policies and operating procedures.
- Other duties as assigned.

Qualifications:

- Certificate or Diploma in Electronic Prepress Operations or Printing Prepress Technology or equivalent experience
- To perform this job successfully, an individual should have knowledge of Flexo printing or litho (offset) printing.
- Knowledge of Prepress software like Photoshop, Illustrator, Hybrid Systems, Prinergy Powerpack on a Macintosh computer.
- Excellent written and oral command of the English language.

Competencies:

- Meet commitments and required timelines for completing tasks and requests from internal departments by prioritizing and planning work activities; Uses time efficiently; willing to work the necessary time to complete tasks;
- Demonstrates accuracy and thoroughness; Monitors own work to ensure quality; Looks for ways to improve and promote quality; Applies feedback to improve performance; Follows policies and procedures
- Technical Skills – Works quickly and efficiently at a variety of tasks; Strives to continuously build knowledge and skills; able to adapt to technological/process changes; able to identify and resolve problems in a timely manner
- Shares expertise with others; Works well as a team; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

- Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Job Type: Full-time

Timeframe: Immediate

Interested applicant please submit resume to: employment@viaflex.ca