

Print / Signage Pre-Press Layout Specialist

About us

Busy downtown print and sign shop is seeking an energetic and detail-oriented person with Pre-Press Experience to join our team. This is a Full-Time, Permanent, In-Person position based in downtown Toronto.

The position involves extensive file setup and pre-press editing and troubleshooting for print and signage products.

Must know Creative Suite - Adobe InDesign, Illustrator, Photoshop and Acrobat Pro

Able to mail merge complex files in InDesign, Acrobat and Word.

Knowledge of Imposition software and pre-flighting is an asset.

Basic knowledge of HTML and familiarity with Canada Post Mailings is an asset

Ability to manage complex print and signage projects.

Prior print shop pre-press experience is a requirement

Responsible for setup and execution of final print production files, ensuring the quality and accuracy of all files. This role requires the ability to work fast, accurately, and under pressure.

KEY RESPONSIBILITIES INCLUDE:

- Responsible for executing layout and building out production files for final output across print and digital.
- Setup, modify, update and deliver graphic files from initial setup to printed piece.
- Make updates to client-supplied art as needed, with a quick turnaround.
- Ability to track information to determine changes to technical specifications, messaging or timing and react accordingly.
- High level of attention to detail and organized.
- Flexible and able to balance and prioritize multiple tasks in a fast-paced deadline driven environment.
- Manage email and phone communications with clients for proofing, and to discuss projects and timelines

SKILLS AND EXPERIENCE REQUIRED:

- 2+ years' experience as a pre-press / production artist in a print shop environment.
- Degree in Fine arts, Graphic Design, or equivalent education and experience.
- Strong knowledge of pre-press and print production process.

- Experience with a variety of software, including InDesign, Illustrator, Photoshop and Acrobat, Outlook, Word and Excel
- Ability to troubleshoot and fix file errors
- Strong organizational skills, problem solving, prioritizing & file management.
- Work with speed and efficiency in a fast-paced cross-trained team environment.
- Work on multiple projects at once, under pressure and on tight deadlines.
- Possess strong attention to detail and communication skills.
- Excellent command of English
- Ability to lift 35 lbs
- Ability to maintain a positive attitude while working closely with team members.
- Ability to assist other production team members to complete jobs and meet tight deadlines

Job Type: Full-time

Benefits:

- Casual dress
- Dental care
- Extended health care
- Paid time off

Ability to commute/relocate:

- Toronto, ON M5A 1P9: reliably commute or plan to relocate before starting work (required)

Experience:

- Print shop pre-press: 2 years (required)

Work Location: In person

Email: Veronica D'Silva

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