



Quality Brand Printing

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Irwin, PA 15642

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Job Description *Prepress Specialist*

Job Overview: The prepress specialist is responsible for preparing files for output and ensuring that jobs are produced efficiently, are timely and meet company standards for quality.

Authority: The position reports to the production manager.

- Responsibilities:**
- A. The prepress specialist is responsible for
 - Designing and typesetting documents
 - Preflighting customer-provided files
 - Preparing files for output
 - Operating desktop publishing and imagesetting equipment
 - Operating digital copier/printers as requested

 - B. The prepress specialist is responsible for quality and production control
 - Maintain quality standards for document preparation and file output
 - Adhere to company production standards for image placement
 - Promptly report to the production manager the inability to meet a commitment to customer (due date, quality, quantity, lack of exceptional materials, etc.)
 - Report to the production manager any differences between how a job was planned and how it actually was produced
 - Report to the production manager potential changes in production standards based on new equipment, new technology or other changes in production conditions
 - Keep abreast of technical developments

 - C. The prepress specialist is responsible for equipment maintenance and repair
 - Maintain computer system (computer, storage devices, scanner, CD burner and other peripheral devices), imagesetter and raster image processor in good working order, including periodic preventive maintenance and cleaning
 - Report to the general manager any need for equipment repair
 - Report to the general manager any need for software upgrades



- D. The prepress specialist is responsible for digital asset management and security
 - Jobs in-process (customer-provided files and files that have been sent to outside vendors)
 - Software and font library
 - Stock art library
 - Customer job file archives
 - Customer graphics library

- E. The prepress specialist is responsible for communicating with others.
 - Attend the morning meeting
 - Communicate effectively with the general manager and the press operators

- F. The prepress specialist is responsible for following company policies and procedures.
 - Comply with all software licensing requirements
 - Comply with OSHA safety requirements
 - Follow systems and procedures outlined in company manuals
 - Participate as a team member by supporting operations as required

Working Conditions:

The prepress specialist’s working environment includes

- Standing for periods of time
- Lifting of objects up to 50 lbs.
- Work area with fluorescent lighting and air conditioning
- Noise level that at times may be moderate to loud
- Exposure to ink and chemical fumes and airborne particles such as paper dust
- Fast-paced environment, subject to schedule and priority changes and short-notice activity

Other Duties:

The prepress specialist may be assigned other duties as they become necessary and may be asked to assist with other functions that may be necessary to accomplish the company’s goals.

Acknowledgment:	
<i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:



