

Job Profile

Date:	December 30, 2024
Position:	Prepress Operator
Status:	Permanent, Fulltime
Shift:	Monday to Thursday
Hours:	8.25 Hours/Day
Location:	Burnaby, BC
NOC:	94151
Pay Scale:	\$22.64 - \$33.61

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit hemlock.com.

Due to an internal transfer, we have a job opening for a **Prepress Operator** in our Prepress Department. As an integral member of the production team, the Prepress Operator is responsible for working with client supplies files, ensuring files are complete, process print-ready pages and to impose for proofing and plate making.

The Prepress Operator must have knowledge of prepress techniques, file preparation and other technical skills, a keen eye for detail and the ability to work effectively in a fast-paced environment.

The position is a permanent Full Time, working **Monday to Thursday, Afternoon shift (3:30 pm to 12:15 am) with ½ hr unpaid lunch.**

POSITION RESPONSIBILITIES

- Operation of various Apple and PC workstations to perform image editing, typesetting and page assembly with Adobe CC software
- Processing of print-ready files and impositions with Prinergy and Preps software
- Time and material reporting, using MIS software
- Working with the Prepress Supervisor to ensure priorities and production schedules are met
- Assist Production Planners with Preflight tasks
- Quality assurance at all stages in the Prepress workflow
- Maintaining hardware and proofing equipment to ensure proper functionality and productivity
- Engaging in continuous improvement initiatives and self-teaching
- Embracing the multitasking environment and the sharing of knowledge with peers
- Appropriately using communication tools for job related consultations and exchanges

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.



SKILLS & QUALIFICATIONS

- Post-secondary education in the graphic arts
- Minimum 3 years of experience working in Prepress, is an asset but not required
- Proficient in using all Adobe CC applications is an asset
- Knowledge of the Kodak Prinergy Workflow is an asset.
- Experience in creating imposition templates for sheetfed printing
- High-level understanding of colour management functions
- Some typographical skills
- Capable of operating Inkjet printing equipment
- Has strong attention to detail and accuracy
- Good communicator and team-player

BENEFITS

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Prepress Operator** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.