

Date: August 6, 2019
Subject: Job Posting - Pre-Press Technician

POSITION SUMMARY: The Pre-Press Technician is responsible to prepare and set-up artwork files for print, troubleshoot, color-match, and edit artwork files in a fast-paced production environment.

WORK SCHEDULE: Full-time position, Monday - Friday, 8:00 am- 4:00 pm or as assigned by the Pre-Press Manager. Overtime as business and project demands require.

DUTIES & RESPONSIBILITIES:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Follow all Company safety policies and safety procedures in order to maintain a safe work environment.
- Follow all Company policies, rules and regulations.
- Act as a professional representative of Roastar at all times.
- Interact with production, scheduling, customer service and sales in a professional manner.
- Prepare work to be accomplished by gathering information and materials.
- Create pdf proofs for customer approval.
- Make edits and adjustments to customer files.
- Set-up artwork files to match customer specifications.
- Maintain artwork file database.

REQUIREMENTS:

- Associates Degree in related field required.
- Experience with Adobe Creative Suite (Illustrator, Photoshop & InDesign) required.
- Experience in pre-press, graphic arts or printing environment desired.
- Knowledge and understanding of color required.
- Experience in HP Indigo pre-press environment desired.
- Advanced communication skills to include: person to person, written and phone.
- Exceptional attention to detail in order to compose, type and proof material accurately.
- Ability to work with multiple priorities, prioritize and organize workload in order to meet deadlines.
- Good organizational skills.

Please submit a Job Posting Application to:
Vicki Tessmer, Senior HR Generalist, Roastar, Inc.
vicki.tessmer@roastar.com or 715-843-1988

Name: _____

Date: _____

What is your current position?

Please list other positions you have held at Roastar and/or Wausau Coated Products, Inc.

Why are you interested in this position?

Can you perform the essential functions of the job for which you have applied? If not, please explain.

What skills do you have that would enable you to excel in this position?

As an employee, what would your supervisor say your three strengths are?

As an employee, what would your supervisor say your three weaknesses are?

Why are you interested in leaving your current job?

JOB POSTING APPLICATION
Pre-Press Technician

Check the most appropriate level of your computer experience:

	None	Beginner	Intermediate	Proficient
Word	0	0	0	0
Excel	0	0	0	0
E-Mail	0	0	0	0
Apex	0	0	0	0

Please give an example of a situation where you used your ability to work effectively and communicate with respect to other employees within the organization.

Please give an example of a situation where you used your ability to follow work orders regarding schedules, policies and safety procedures.

Please give an example of a situation where you used your ability to multitask, using learned knowledge to troubleshoot run ability and scheduling issues.

Please give an example of a situation where you used your ability to read and interpret documents and MSDS information in regards to your work area.

What are your expectations of this position?

Other Comments:
