

**DTP OPERATOR  
HIRT & CARTER  
CAPE TOWN**

**CORE PURPOSE OF THE JOB:**

To be able to perform accurate DTP make-up, layout, design, preflighting of pdf's and using the inhouse workflow systems / programs in the time allocated.

**KEY PERFORMANCE AREAS:**

- To pre-flight pdfs supplied on disk and to check size, cropping and colour as required on the work ticket
- Ensure Job complies with Hirt & Carter & ISO standards
- Ensure that proof is signed before submitting jobs for production
- Maintains efficient back up procedures of all jobs
- Prioritizes work within the department based on the repro plan
- Escalation and troubleshooting of all retouching related problems

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification in DTP with at least 2-3 years relevant experience in DTP / Repro
- Sound knowledge of the printing industry and multiple operating software packages
- Working on Macintosh platform

**BEHAVIOURS & ATTRIBUTES:**

- High attention to detail
- Team player
- Ability to manage multiple projects and deadlines
- Strong communication skills

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Monday 19<sup>th</sup> April 2021.**