

**DTP OPERATOR
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

To perform accurate DTP make-up, layout, basic design changes when required, basic finished art and pre-flighting of repro artwork / pdf's using the inhouse workflow systems in the time allocated in order to meet client & production deadlines.

KEY PERFORMANCE AREAS:

- Accurately follow job briefs in line with style guides, manuals or manager instructions
- Pre-flight pdf supplied on disk or system and to check size, page geometry, cropping and colour as required on the work ticket
- Ensure regular system housekeeping to maintain available space on server by archiving / retrieving of artwork
- Quality Checks of repro and prototypes prior to client presentation or production
- Ensure that all capturing information regarding time is entered correctly and timeously on the system for costing purposes

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification in DTP with 2-3 years relevant experience in DTP / Repro and a sound knowledge of the printing industry
- Experience working in Adobe Suite is essential
- Apple Mac Proficient

BEHAVIOURS & ATTRIBUTES:

- "Can do" attitude
- High attention to detail
- Ability to work under pressure
- Strong communication skills
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria careers@hirtandcartergroup.co.za

Closing date for applications is Tuesday, 25th January 2022.