

**STUDIO MANAGER
STEELHILL STUDIOS
GAUTENG**

CORE PURPOSE OF THE JOB:

Oversees productivity within the studio ensuring a low-cost production environment is maintained and optimal standards of service are adhered to. Ensure the DTP team complies with Brand and Quality Standards and all deadlines are met.

KEY PERFORMANCE AREAS:

- Manage the studio by monitoring production processes and workflows within DTP
- Train and mentor peers to achieve workflow process improvements for the client
- Ensure that all necessary quality measures are in place to guarantee customer satisfaction and security of intellect
- Maintains system performance and integrity
- Develop and maintain quality relationships with clients

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 5 years relevant experience in DTP Design with a sound knowledge of the printing industry
- Understanding of desk-top publishing skills and techniques, and skills in media, techniques and technology used for printing
- Strong knowledge of retail promotion workflow
- High level computer skills

BEHAVIOURS & ATTRIBUTES:

- “Can do” attitude
- Attention to detail
- Must manage work in a high-pressure environment
- Must take the initiative to learn beyond specified duties
- Must be committed to maintaining good customer relationships
- 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, 21st December 2021.