

**DTP OPERATOR  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

To ensure artwork is visually appealing as per company's specifications and print ready as per technical and clients' briefing specifications.

**KEY PERFORMANCE AREAS:**

- Accuracy of artwork produced
- Turnaround time of proofs done and supplied to client
- Keeping the client's brand integrity in a high standard
- Following client and management requests to exceed client's expectations
- Analyses, identifies and advises technical team or repro supervisor of potential print problems
- Maintain excellent customer service standards

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification in DTP with at least 2-3 years relevant experience in DTP Design / Layout and a sound knowledge of the printing industry
- Retail leaflet layout experience
- Apple Mac platform
- Knowledge of DTP software packages

**BEHAVIOURS & ATTRIBUTES:**

- High attention to detail
- Service driven
- Strong communication skills
- Ability to work under pressure
- Team player
- Able to work shifts

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria [careers@hcg.one](mailto:careers@hcg.one)  
**Closing date for applications is Thursday, 26<sup>TH</sup> October 2023.**