

**DTP OPERATOR
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

Accurately perform accurate DTP make-up, layout, pre-flighting of PDF's and retouching while using the in-house workflow systems/programmes within the allocated time.

KEY PERFORMANCE AREAS:

- Follow correct job brief from client as entered in the system
- Ensure the job complies with Company & ISO standards
- Schedule jobs according to print and delivery deadlines
- Ensure final artwork is approved before submitting jobs to external stakeholders
- Adherence to quality measures
- Maintains efficient back up procedures of all jobs
- Achieves daily output as per plan

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification in DTP with at least 2-3 years relevant experience in DTP design/repro with a sound knowledge of the printing industry
- Knowledge of multiple operating software packages
- Working on Macintosh platform

BEHAVIOURS & ATTRIBUTES:

- Self-managed and organised
- Good communication and time management skills
- Ability to manage multiple priorities
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria careers@hcg.one
Closing date for applications is Friday 28th June 2024.