

**DIGITAL DTP OPERATOR
STEELHILL STUDIOS
GAUTENG**

CORE PURPOSE OF THE JOB:

To produce accurate, repro-ready artwork that enables superior final material with the minimum of risk, time and expense by following the RMS system and workflow principles.

KEY PERFORMANCE AREAS:

- Produce technically correct, comprehensive material as per the brief within the allocated time
- Ensure accuracy when integrating jobs from RMS to InDesign
- Escalation and troubleshooting of all brief, layout, retouching or quality related problems
- Ensure that correct sign-off procedures in RMS are followed before final production & transmission to relevant output channel
- Maintain back-up records consistently and archive all approved artwork in the RMS Guardbook and retrieve as requested

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 3 to 4 years relevant experience in a fast-paced retail environment
- Retail layout experience
- Mac OSX System literate
- Must have excellent knowledge and understanding of the print repro process
- Skilled use of DTP tools (i.e. Adobe Creative Suite) with extensive knowledge in InDesign and good knowledge of After Effects

BEHAVIOURS & ATTRIBUTES:

- High attention to detail
- Strong communication and organisational skills
- Deadline driven
- Ability to work under pressure
- 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, 8th November 2024.