

**DTP OPERATOR  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

To perform DTP Make-Up & Layout when required, Basic Finished Art and Pre-flighting of Repro Artwork / PDF's using the in-house workflow systems / programs in the time allocated to meet client & production deadlines.

**KEY PERFORMANCE AREAS:**

- Follow correct job / task briefings which may include operational, sales & client instructions
- Type setting when required and adjustment of text / artwork / die-traces in line with style guides, manuals or manager instructions
- Verify and ensure compliance to Hirt & Carter & ISO Print Standards
- Make-up and supply high-res pdf files / web proofs / printed color proofs using the agreed workflow methods
- To pre-flight pdf supplied on system and to check size, page geometry, cropping and color as required on the work ticket
- Ensure that all capturing information regarding time is entered correctly and timeously on Business Central for costing purposes
- Conduct comprehensive server filing and 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

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification in DTP and/or 2-3 years relevant experience in DTP / Repro and a sound knowledge of the printing industry
- Print / POP Production / Technical Studio Experience / Knowledge of RIP and Workflow Systems / Apple Mac Proficiency
- Strong knowledge of Adobe's Creative Suite

**BEHAVIOURS & ATTRIBUTES:**

- Self-managed and accountable
- High attention to detail
- Ability to work under pressure
- Deadline driven
- Team player

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria  
Email: [careers@hc.co.za](mailto:careers@hc.co.za)

**Closing date for applications is Friday, 18<sup>th</sup> April 2025.**