

March 2024

NEW POSTING: Prepress Lead

Our customers, our team, and the industry have always believed in MITCHELL. Our 95-year legacy proves we not only adapt to the market but have always provided direction for it. Our secret is our Team, and how we leverage state-of-the-art technology while adhering to sound environmental practices. MITCHELL's brand values are anchored in 5 principles: Deliver Quality, Customer Connection, Adaptability, Team Growth, and Sustainability.

PRODUCING EXCELLENCE, TOGETHER.

The Opportunity

We currently have an opportunity for the right person to grow their career with Western Canada's leading print marketing company. This full-time Prepress Lead position is an excellent next step into an in-demand trade with a full-service, industry-leading prepress department.

Prepress Lead responsibilities include:

- Schedule the workflow through the department.
- Manage colour throughout the plant.
- Manage and schedule employees within the department.
- Troubleshoot issues within the department.
- Order the supplies for the department.
- Track and report weekly throughput, and delays in schedule.
- Maintain and Update software on servers.
- Arrange and schedule machine repairs.
- Approve vacation requests.
- Enter and approve timesheets for each employee.
- Be the liaison between other departments.
- Attend daily production meetings.
- Work as technical support for our clients.
- Review every docket coming into the department to ensure all information & layouts needed are there and correct.
- Perform other duties as assigned.

Qualifications:

- Proficient with Kodak Prinergy, Preps, InSite, & Colorflow
- Minimum 5 years of experience working in a prepress department
- Possess strong working knowledge of Adobe Acrobat & Enfocus Pitstop as well as the Adobe Suite (InDesign, Photoshop, & Illustrator)
- Knowledge of Microsoft programs
- Comfortable working in a deadline-driven, custom manufacturing environment
- Well-organized and can communicate effectively.

Compensation:

This Union position provides extended health and dental benefits, as well as a pension plan. Pay is based on a 40-hour workweek, requiring an ability to work shifts. The pay rate is \$37.18/hour. Please forward your resume to hr@mitchellpress.com with the subject line "Prepress Lead". Mitchell is an equal-opportunity employer and encourages all qualified candidates to apply, but please note that only those short-listed will be contacted.

MITCHELL

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