



Job Summary: Reporting to the Manager of Operations, the **Prepress Supervisor** provides the interface between the Customer Service Department and the press room/printing department and is responsible for day-to-day operations in the Prepress department. Supervises, motivates, and supports the staff daily, applying a team approach and maintaining open communication. Plans, schedules, strategizes, and oversees all production activities while continually building sales and maintaining profitability. Ensures all prepress work meets customer timeframe requirements. Works closely with other staff members to meet or exceed customer satisfaction and service.

Salary Range: \$70,000.00 - \$85,000.00

Key Responsibilities:

- Manage day-to-day activities for Prepress staff.
- Report and address conflicts within the Prepress department.
- Operate equipment following operating instructions.
- Receive and manipulate digital files from all sources.
- Preflight and troubleshoot customer digital files.
- Prepare files for output to proof/plate.
- Layout/impose files on imposition templates and set press-specific settings.
- Output files to proofing device and/or Plate setter.
- Troubleshoot RIP issues as required.
- Efficiently operate plating machines and software.
- Match plates with docket and proofs.
- Troubleshoot Prinergy and/or imposition issues.
- Manage workflow for jobs with special requirements.
- Assist in producing assignments for assessing Prepress knowledge.
- Support recruitment initiatives.
- Respond to Prepress department customer inquiries.

- Other duties as assigned.

Qualifications:

- 5-8 years of experience in prepress, with a strong understanding of the Esko software suite is preferred
- Nice to have but not required: Experience in a leadership and/or managerial role.
- Proficiency in various Prepress tools
- Experience in handling various types of print projects and optimizing them for manufacturing efficiency.
- Familiarity with lean principles and methodologies to streamline workflows and improve productivity.
- Capability to write and document processes, ensuring clear communication and standardization within the team.
- Strong technical aptitude with the ability to understand and convey complex concepts to team members and clients.
- Collaborative mindset with the ability to coordinate effectively with technical experts.
- Willingness to stay updated with the latest industry trends and technologies, particularly in prepress and workflow automation.
- Adequate knowledge of Macintosh and Windows platforms.
- Ability to prepare files for output to proof and plate.
- Knowledge of Kodak Prinergy workflow.
- Experience in paste-up and book imposition.
- Thorough knowledge of PDF.
- Excellent language and communication skills.

Interested? Interested candidates can apply through the job posting on our careers page, found here: www.sinalite.com/careers