

Job Title:	Reprographics Assistant	Job Category:	
Department:	Reprographics	Position Type:	Full-Time
Location:	Blandford, Dorset	Location type:	Office Based
Reports to:	Operations Manager	Working hours:	Monday-Thursday 08:00-17:00 Friday 08:00-14:00

Job Description

Key Areas of Responsibility

- Handling and onward processing of supplied artworks to factory production (4 colour Digital and conventional flexographic printing plates)
- Pre Flighting of supplied art using industry standard software to ensure suitability for print
- Processing repeat and new orders to press via electronic systems
- Ordering associated Flexographic printing plates, foil dies, emboss dies, to compliment the above
- Operation of department internal large format printing / cutting devices
- Support internal sales team with cutting of customer machine proofs, artwork queries etc
- Assisting other areas of the business during busy periods

Key Requirements

- Understanding or previous experience of printing sector in general
- Ability to react to urgent deadlines
- Knowledge of Esko systems or Adobe Cloud suite / MS office would be an advantage