

TITLE: Graphic Technician – Pre-press
REPORTING TO: Graphics Department Supervisor
LOCATION: Hawkesbury

Montebello is one of the top manufacturing suppliers in North America. Montebello manufactures Aluminum Tubes and Cans, Laminate Tubes, both Foil and All-Plastic Tubes for Pharmaceutical, Personal Care, Cosmetics, Household, Industrial and Food products. We have a great opportunity for one person to join our award-winning Graphic team.

PRINCIPAL RESPONSIBILITIES MAY INCLUDE:

- Follow Montebello’s pre-press procedures when preparing customer artwork. Ensure that the customer artwork meets the minimal printing requirements as outlined in our Graphic Artwork Guidebooks for laminate tubes, aerosol cans, and collapsible aluminum tubes. Update information necessary in the Graphic Data Base.
- Perform necessary adjustments to customer electronic artwork files in Adobe Illustrator and/or Photoshop.
- Verify the quality of artwork files done by other graphic technicians, and communicate required adjustments back to them in a business like and professional manner.
- Work with our “stake holders” to make sure graphics are done correctly, and meet Montebello printing requirements. Stake holders being: our customers, sales staff, management, and/or our print technicians in each facility.
- Process artwork approvals. Includes sending proof approval via e-mail, receiving customer approvals, printing and mounting final proofs, output plate-ready files and help maintain the level of quality in materials leaving the Graphics Department.
- Ensuring the daily maintenance of the Graphic Department’s production equipment, such as the ESKO Automation Engine, Nyloflex plate making unit, film negative imagesetter, EPSON color inkjet proofer, graphic server database, and file archiving back-ups are working.
- Destroying old plates, folders, and films at the request of the Quality Control Department.
- Order materials for the graphic department and ensure that the Department has sufficient inventory of all supplies.
- Stay up to date in the latest versions of critical programs and the new tools they offer, in programs such as ESKO Automation Engine, MGMS, Adobe Creative Suite, Microsoft Office Suite, and AutoDesk Design Suite.
- Make emergency printing plates for the production lines, and train plant staff to make plates during non-office hours.
- Work with customers to resolve pre-press issues and/or develop methods to meet their needs.
- Ensure the Montebello Quality Control and Production departments receive required documentation when a job is switched-over from one plant to another.
- Prepare and send die lines requested by sales, so that our customers can place their preliminary artwork.
- Develop creative artwork and design requirements for special projects.
- Work on continuous improvement project within the department as required.

- Work overtime or adjusted hours when needed.
- Follow all Montebello work policies.

SKILLS AND COMPETENCIES:

- Adobe Creative Suite and Esko Automation Engine.
- Epson proofing printer capabilities for high-end proofing.
- Microsoft Office Suite, MGMS (Montebello Graphic Management System) and Production Schedule software.
- Colour theory and colour requirements for digital and dry offset printing.
- Dry offset and digital printing technologies and requirements.
- Montebello artwork guidebooks for aerosol cans, aluminum tubes, and laminate tubes.
- UPC and Barcode technology and the use of the barcode scanner for QC of barcodes set by the Graphics dept.
- Understand and help manage the delivery of artwork and printing plates to the plants by the scheduled due date.
- Good organizational skills.
- Excellent troubleshooting capabilities for customer artwork preparation to meet Montebello's manufacturing capabilities.
- Excellent communication skills (English required, French a plus).
- Visual colour management ability meeting Montebello's colour judging requirements.

QUALIFICATIONS (education & experience)

- 2-year technical degree in graphic arts or equivalent work experience
- Good pre-press comprehension in packaging industry
- Extremely well versed with Adobe Creative Suite (Illustrator / Photoshop imperative)
- Understanding of Microsoft Office Suite
- Esko Automation Engine knowledge a plus, but not required
- AutoDesk Suite Design knowledge a plus, but not required

Please apply to Sarah-Jane with your cover letter and resume; sjrutherford@montebellopkg.com

We appreciate your interest in the position and welcome your application, however only those retained for an interview will be contacted.

Montebello is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you require any accommodation please reach out to Sarah-Jane sjrutherford@montebellopkg.com

October 19, 2018



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