

**JOB DESCRIPTION:** Digital Operator  
**DEPARTMENT:** Job Printing  
**REPORTS TO:** Director of Operations  
**TYPE:** Temporary  
**DATE UPDATED:** May 15, 2019

**JOB SUMMARY:**

The Digital Operator is an integral part of the Job Printing team. Time will be split between the daily operation of our production-level digital printers and preparing files for our offset presses using pre-press workflow software and systems. The individual should have an excellent eye for detail and color as consistent, error-free products are required for our high valued clientele. The employee will also be the liaison between production and sales, making sure all materials and information is available for all to complete jobs on time with the highest quality and within estimated specifications. Inevitably, all production (digital and offset) will go through this individual and they will be able to communicate and coordinate production efficiencies.

**ESSENTIAL FUNCTIONS** include, but not limited to:

- Follow Job Workflow protocol
- Monitor and update internal MIS system (PrintSmith: locations, scheduling and tracking)
- In house proofing to help prevent errors in PrePress and throughout Production
- Operate production level digital presses (Color Calibration, Imposition and Output)
- Prepare impositions and plate output for offset equipment (Prinect and Signa Station)
- Produce accurate and high-quality printed materials in compliance with job specifications, maintaining quality control from sheet to sheet and from job to job
- Light bindery (pre-press, post-press, or proof creation)
- Schedule jobs and coordinate deadlines with sales/design/production teams' members
- Coordinate maintenance and repairs with service technicians
- Monitor stock levels and machine consumables
- Participate in Customer Service (customer interaction, phone support, sales support)
- Create Variable Data Output files (FusionPro)
- Backup certain areas of the shop (primarily mailings)

**QUALIFICATIONS:**

- Command of PC Windows environment
- Knowledge of Adobe Creative Suite (including InDesign, Photoshop & Illustrator)
- Knowledge of other graphic oriented software packages for customer conversions
- A professional phone presence
- Troubleshooting skills
- The ability to work under pressure
- The ability to multitask
- The ability to complete assignments within a given timeframe
- The ability to work well within the team of designers, pressman and bindery personnel
- A working knowledge of the PANTONE Color Matching System

**CHARACTER:**

- Smart, flexible, diligent, organized, professional
- Good communicator
- Elevated sense of urgency
- Confident, straightforward, honest, team player

**COMPENSATION:**

- Hourly

**SUBMIT RESUME TO:**

Human Resource Manager  
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