

HOWARD PRINTING

I n c o r p o r a t e d

14 Noahs Lane, PO Box 996
Brattleboro, VT 05302-0996
Tel: (802) 254-3550 • Fax: (802) 257-1453
info@howardprintinginc.com
www.HowardPrintingInc.com
Publisher of www.NewEnglandShowcase.com

JOB OPPORTUNITY

POSITION:

Print Production Designer / Prepress Specialist

RESPONSIBILITIES:

- Perform the duties responsible for preparing print-ready files, including preflighting, color management, program conversions, font issues, design, setup, corrections, proofing, scanning, and archiving for offset, digital, and wide-format printing projects.
- Perform the duties responsible for variable data printing (VDP) and mailing services.
- Collaborate closely and effectively with co-workers to provide clients with top-quality products and services.
- Enhance processes and procedures for quality, efficiency, and effectiveness.
- Seek to broaden your knowledge and usage of new media and hardware/software upgrades.
- Mandatory overtime required as needed, sometimes with little notice, occasionally on weekends.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrated ability with Adobe Creative Suite/Cloud on the Mac platform.
- Meticulous attention to detail and accuracy.
- Self-motivation and exceptional organizational skills.
- Ability to manage multiple deadlines and priorities.
- Professional attitude and positive approach.
- Experience with variable data printing software and bulk mailing software a plus.
- Familiarity with PC platform a plus.
- Expertise in data management software a plus.
- Experience with wide-format and/or digital printing a plus.

NOTES: Competitive wage and benefits. Fast-paced, well-organized, team-oriented production environment. Professional development and training available depending on candidate's abilities, interests, and availability, and the growth of Howard Printing. Equal-opportunity employer.

TO APPLY: Please complete and submit Howard Printing's job application form, which can be found online at <https://www.howardprintinginc.com/about-us/careers/> or can be mailed upon request or picked up in person. Thank you!