

Job Profile

Date:	April 14, 2025
Position:	Prepress Operator
Status:	Permanent, Fulltime
Shift:	Monday to Thursday
Hours:	8.25 Hours/Day
Location:	Burnaby, BC
NOC:	94151
Pay Scale:	\$22.64 - \$33.61

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit hemlock.com.

We have a new job opening for a **Prepress Operator** in our Prepress Department. As an integral member of the production team, the Prepress Operator is responsible for working with client-supplied files, ensuring files are complete, process print-ready pages and to impose for proofing and plate making.

The Prepress Operator must have knowledge of prepress techniques, file preparation and other technical skills, a keen eye for detail and the ability to work effectively in a fast-paced environment.

The position is a permanent Full Time, working **Monday to Thursday, Afternoon shift (3:30 pm to 12:15 am) with ½ hr unpaid lunch.**

POSITION RESPONSIBILITIES

- Operation of various Apple and PC workstations to perform image editing, typesetting and page assembly with Adobe CC software
- Processing of print-ready files and impositions with Prinergy and Preps software
- Time and material reporting, using MIS software
- Working with the Prepress Supervisor to ensure priorities and production schedules are met
- Assist Production Planners with Preflight tasks
- Quality assurance at all stages in the Prepress workflow
- Maintaining hardware and proofing equipment to ensure proper functionality and productivity
- Engaging in continuous improvement initiatives and self-teaching
- Embracing the multitasking environment and the sharing of knowledge with peers
- Appropriately using communication tools for job related consultations and exchanges

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.



SKILLS & QUALIFICATIONS

- Post-secondary education in the graphic arts
- Minimum 3 years of experience working in Prepress is preferred
- Proficient in using all Adobe CC applications is an asset
- Knowledge of the Kodak Prinergy Workflow is an asset.
- Experience in creating imposition templates for sheetfed printing
- High-level understanding of colour management functions
- Some typographical skills
- Capable of operating Inkjet printing equipment
- Has strong attention to detail and accuracy
- Good communicator and team-player

BENEFITS

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Prepress Operator** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.