

## *Position at Amsterdam Printing & Litho - Pre Press Manager*

Amsterdam Printing is seeking a Prepress Supervisor for our Amsterdam, New York location. The Prepress Supervisor will be lead a Customer focused, responsive and efficient Prepress Team. The Prepress Supervisor oversees our Prepress department and must possess the ability to work and lead in a professional and effective manner in a fast-paced environment.

### **Shift Available**

- Monday-Friday, 8:00AM – 5:00PM; Additional hours may be required to fulfill job requirements. During peak periods this may include occasional evening/weekend hours

### **Responsibilities include**

- Plan, schedule, delegate, and monitor prepress artwork workflow through the department to meet operational and customer requirements for quantity and quality
- Participate in, and lead aspects of, process improvement initiatives and ongoing projects
- Supervise employees, including performance management, workflow approval, and staffing functions
- Develops relationships with, and acts as main liaison to manufacturing, customer service, and other departments as needed
- Ensures that cost control measures and efficiency standards are met
- Develop initiatives that align the Prepress and Planning Departments with the company's long range plans, mission and goals.
- Maintain a good work climate through training, safety awareness, goal setting, process improvement, quality standards, productions standards, discipline, and individual and department development.
- Develop and maintain a cohesive team who consistently work in collaboration with one another and other departments to meet Customer requirements of quality, quantity and delivery.
- Dedicate time each work day to touch base with employees.
- Keep abreast of relevant technological changes for Departments.
- Evaluate Customer, Departmental and Employee needs and recommend new technologies.
- Evaluate processes and workflows for improvement opportunities and implement changes.
- Evaluate Employee training needs and facilitate training opportunities.
- Determine and monitor appropriate levels of staff in the Prepress department
- Develop and maintain production and quality standards for performance reviews.
- Communicate key accomplishments, important facts and performance metrics.
- Hold meetings daily or weekly as needed.
- Continuous process improvement is expected.

### **Minimum Qualifications**

- Degree in graphic design or equivalent amount of experience preferred
- 3+ years of experience in prepress department operations
- High level of proficiency in design and typography
- High degree of knowledge in print production, photography, and illustration
- High level of verbal and written communication skills

- Proficient with PC and Mac platforms, and expertise with graphic design programs (e.g. Adobe Creative Suite)
- Excellent attention to detail, and a willingness to learn production techniques and MIS system. (Alliance)
- Excellent leadership skills
- Excellent Prepress Systems Knowledge and Experience
- The ability to lead and develop employees at all levels
- Excellent communication skills
- Excellent organizational skills.
- The ability to expect change and drive change.
- The ability to proactively research systems and processes
- The ability to proactively implement actions

### **Preferred Qualifications**

- Understanding of best practices and implementation for different methods of printing: Digital, Screen, Laser Engraving, Lithography, and Hot Stamping
- Experience with packaging and label-making

### **About Our Company**

Our Total Rewards package of benefits and compensation reflects our bold commitment to creating opportunity and security for employees.

We offer a competitive base salary, and an attractive benefit package including health, dental and vision insurance, 401K, incentive compensation plan, PTO (paid time off) and Holiday pay.

Amsterdam Printing and Litho specializes in marketing promotional products, including pens and calendars, to their medium to small-sized customer base. APL focuses on guiding the customer with their purchases and provides a very high level of customer service.

For immediate consideration for this position, please apply online to the following link:

Pre Press Manager (5154)

<http://jobs.jobvite.com/taylorcorp/job/o1h35fwa>