

## VACANCY

### **JUNIOR DTP OPERATOR HIRT & CARTER – CAPE TOWN**

#### **CORE PURPOSE OF THE JOB:**

To act as the link between Hirt & Carter and all production centres ensuring the work is supplied to standard on time.

#### **KEY PERFORMANCE AREAS:**

- Maintain standards and quality of work produced
- Work in conjunction with Production and Account Managers to coordinate, plan and monitor the production schedules for timely material delivery
- Communicate production status to all parties involved on regular basis
- Verify compliance to standards / briefing and apply corrections accordingly
- Maintains efficient back up procedures of all jobs

#### **QUALIFICATIONS / EXPERIENCE:**

- Minimum Matric + relevant tertiary qualification
- Understanding of desk-top publishing skills and techniques, and skills in media, techniques and technology used for printing

#### **BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Work in a team environment.
- Communication skills.
- Reliable, 'Can do' attitude.
- Good relationship-building skills

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)  
**Closing date for applications is Thursday 20<sup>th</sup> September 2018**