

## VACANCY

### **DTP OPERATOR HIRT & CARTER – DURBAN**

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

To perform accurate DTP make-up, layout, design and pre-flighting of PDFs while using the in-house workflow systems within the allocated time.

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

- To pre-flight pdfs supplied on disk and to check size, cropping and colour as required on the work ticket
- Ensure Job complies with Hirt & Carter & ISO standards
- Ensure that proof is signed before submitting jobs for production
- Conduct regular system housekeeping to maintain available space on server by Archiving / Retrieving of artwork
- Escalation and troubleshooting of all retouching related problems

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

- Matric + tertiary qualification in DTP
- 2-3 years relevant experience in DTP / Repro
- Experience with Adobe InDesign CS6, Photoshop CS6, Illustrator CS6 and Acrobat
- Fundamental Photoshop colour training

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

- Creative and imaginative
- Deadline driven
- 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 Friday 14<sup>th</sup> December 2018**

