

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

**CORE PURPOSE OF THE JOB:**

To efficiently perform DTP make-up, layout, design, preflighting of pdf's and using the inhouse workflow systems and programs in the time allocated.

**KEY PERFORMANCE AREAS:**

- Follow the correct job brief from manager and apply corrections accordingly within allocated time
- Ensure the job complies with Company & ISO standards
- Ensure quality measures are in place
- Ensure that all capturing information regarding time is entered correctly on Printvis for costing purposes
- Conduct regular system housekeeping to maintain available space on server by Archiving / Retrieving of artwork

**QUALIFICATIONS / EXPERIENCE:**

- Matric + qualification in DTP with at least 2-3 years relevant experience in DTP Design / Repro with a sound knowledge of the printing industry
- Adobe InDesign CS6, Photoshop CS6, Illustrator CS6 and Acrobat skills
- Working on Macintosh platform

**BEHAVIOURS & ATTRIBUTES:**

- Self-managed
- Attention to detail
- Quality focused
- Team player
- Ability to work under pressure

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 28<sup>th</sup> February 2020.**

