



# MackayMitchell

Envelope Company®

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## Prepress Technician

### Description

The Prepress Technician will provide excellent customer service to internal customers (Production, Customer Service, Sales, and other facilities). This position is responsible for plating Flexo and Litho plates for production, maintenance of equipment and recordkeeping, possessing high attention to detail to ensure accuracy of plates, artwork positioning, accuracy of team members' work and a willingness to make decisions are also requirements. Strong interpersonal skills, willingness to be a strong team member within a team environment and willingness to adjust hours as needed are critical to the success of the position.

Two positions available – Both positions will train during the day – Upon completion of training, one position will cover night shift: 8-Hour shift, Monday – Friday, 10:00 PM – 6:00 AM.

### Responsibilities

- Read Job Orders for accuracy
- Proof team members' work ensuring accuracy according to job specifications
- Record issues within the organization's Quality Control (QC) system
- Complete QC checklists to ensure accurate plating and proofing
- Make and QC Flexographic printing plates for consistency using verification tools
- File and maintain filing systems
- Print and verify proofs
- Maintain equipment (Clean based on schedules, change processor rolls)
- Assis in maintaining cleanliness of department
- Demonstrate ability and willingness to work overtime (Start early or stay late, share responsibilities for weekend coverage)
- Promote and adhere to the Company's CARES core values which are embedded in all roles, fostering a culture that demonstrates commitment to: Collaboration, Accountability, Respect, Excellence and Safety
- Perform all other duties as assigned

### Qualifications

- Basic reading, writing and mathematical skills
- Ability to read and understand Job Orders
- Must be able to use a ruler to measure within 1/32"
- Ability to multi-task
- Self-motivated and able to work independently
- Ability to tolerate noise levels produced by machines (hearing protection required on the production floor)
- Strong organizational and time management skills
- Ability to concentrate and pay close attention to detail
- Strong interpersonal skills and ability to maintain productive relationships with peers and management
- Strong communication skills, both verbal and written

### Hiring organization

Mackay Mitchell

### Job Location

1500 Mackay Avenue, 52641, Mt. Pleasant, Iowa

### Date posted

June 18, 2024

- Ability to frequently lift up to 60 pounds
- Knowledge of basic computer skills
- Previous experience in the prepress, print, paper or envelope industries
- High School diploma or GED equivalent