

Bethany Press

Job Opportunity

Working exclusively with Christian publishers, Bethany Press provides solutions for book production, printing, binding, and warehousing. We produce millions of life-changing books and we are looking for self-managed, self-motivated, creators who want to be a part of this accelerating business. We offer industry competitive pay and benefits, including health, dental and vision insurance, life insurance and flexible spending accounts.

JOB TITLE: Digital Prepress Specialist

STATUS: Fulltime

HOURS: FLEXIBLE HOURS

NOTE: This is not a design position

POSITION RESPONSIBILITIES:

Transform pages from electronic files to proofs and plates in the proper imposition

- Preflight customer files by reviewing job ticket, instructions, and layout
- Generate PDF files from InDesign
- Impose files for press layout
- Output files to plates and/or proofing devices
- Troubleshoot files provided by the customer
- Ensure accuracy of the proofs

Provide service that elicits a “WOW” response from customers.

- Initiate jobs with thoroughness and accuracy to ensure products are produced as ordered.
- Provide appropriate coworkers with necessary information to ensure a smooth, profitable and efficiently workflow of projects through the production process.
- Handle multiple projects and be flexible for changing priorities.
- Strive to continually improve performance, efficiency and personal growth.

Serve as an excellent source of communication internally and externally

- Keep informed of industry trends and technology, recommending and implementing tools and materials that are best suited to the needs of BPI.
- Accurately communicate industry trends and customer needs to team and management.

Ensure all company and department processes and procedures are followed

- Ensure thorough and timely communication throughout the pre-press process
- Be an excellent steward of company resources, including labor time and finances.

POSITION REQUIREMENTS:

Qualified candidates:

- MUST have 2-4 years experience in a Pre-press department
- In depth understanding of PDF Documents
- Proficient working in Mac OSX
- Extensive experience with Adobe In Design
- Have experience with Photoshop & Illustrator
- Exhibit and encourage the core values of Bethany Press in word and deed.
- Be self-managed, requiring little or no supervision to do the daily activities of their job
- Be self-motivated in innovating and improving the operation and performance of their role

*To apply for this position please submit your resume to HR@bethanypress.com
No phone calls or third party inquiries*

*Bethany Press International * 6820 W. 115th Street * Bloomington, MN 55438*