



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Graphic Artist

DEPARTMENT: Pre-press

SUPERVISOR: Pre-press Supervisor

AUTHORITY TO: ☐ HIRE/ TERMINATE ☐ DISCIPLINARY ACTION ☐ PURCHASE ☐ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- High school or GED as minimum or equivalent combination of work experience and education.
- Community College / Graphic and Design
- Printing and Graphic Arts Classes
- Printing APPRENTICESHIP PROGRAM (some companies have)

Training

- ERP (Enterprise resource planning)
- SQF (Safe Quality Food)
- 5 “S” Methodology principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)

Skills

- Computer skills (Microsoft, ALL ADOBE PRODUCTS, ILLUSTRATOR, PHOTOSHOP)
- Bilingual 100% (English and Spanish) will help
- Understand Layouts, Color, and a higher level of Preparation of files to go to Press
- Check Plates, Proof Jobs, and Detect issues on jobs

Experience

- 1-year minimum in a similar position

ASSIGNMENTS/ ACTIVITIES

- Preflight files
- Imposition of layouts
- Alteration of files as needed
- Follow the production schedule
- Attend production meetings
- Be able to teach others
- Report any quality problems
- Maintain a clean work environment
- Assist supervisor as required
- Follow Company’s Handbook policies to ensure a safe and healthy workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

- Educación
 -
- Entrenamiento
 -
- Habilidades
 -
- Experiencia
 -

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: