



F 5.3.1 JOB DESCRIPTION

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

POSITION: Pre-press Supervisor

DEPARTMENT: Pre-press

SUPERVISOR: Plant Manager

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

COMPETENCIES

Education

- Engineering, bachelor's degree or a minimum of 1-year experience in graphic design

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 Office)
- Graphic arts software, Adobe Illustrator, Photoshop, InDesign
- Bilingual 100% (English and Spanish)

Experience

- Minimum of 5 years in a similar position

ASSIGNMENTS/ ACTIVITIES

- Coordinate and supervise Prepress team training and needs
- Follow the production schedule
- Order required material for the department
- Review layouts
- Check jobs before going out to production
- Preflight files
- Manage prepress vendors
- Report any quality problems
- Management of personnel under his/her charge, complying with the safety and needs of the employees.
- Assist the Plant Manager as needed
- Follow the policies in the Company Manual to ensure and maintain a safe, healthy, and mutually respectful 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: