

JOB POST NOTICE

JOB TITLE: **Graphic Arts and Production Prepress Supervisor**
DEPARTMENT: Manufacturing Management
LOCATION: Herff Jones, Indy Fine Papers Division
 Indianapolis, IN 46268

RESPONSIBILITIES:

- Supervise a team of artists and prepress technicians.
- Plan and prioritize work in Art, Composition and Prepress while maintaining an awareness of workload in other departments.
- Organize the work released for Offset so operators can run efficient and stay ahead of the shipping schedule.
- Work with Marketing to provide art work for new product.
- Insures overall safety for their area.
- Operates as a contributing member of a unified management team while simultaneously supporting the work team.
- Lead by example: demonstrates a high level of integrity and is consistent in speech, actions, behavior, and attitudes.
- Seeks out and suggests leading-edge developments that could be of benefit to the customers and the company. Identifies better and more efficient ways of working.
- Works closely with Customer Service and Production Control.
- Process financial transactions for billable work.
- Emphasis on meeting production schedules while adhering to quality standards.
- Use Oracle reporting tools to manage exceptions in workflow.
- Other duties as assigned.

JOB QUALIFICATIONS:

- College degree preferred.
- BS in Business, Operations or Print Management and prior experience preferred.
- Strong analytical skills.
- Excellent verbal and written communication skills.
- Good organization skills and detail oriented.
- Ability to manage changing priorities.
- Strong technology skills – InDesign, Quark, Photoshop, Excel, Word, Outlook, Access.
- Minimum 45 hour work week during non-peak season.