##### Dorn Color LLC

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|  ***Job Description*** |
| **Job title: Print Services Manager** |
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| **Purpose of Position** |
| * Manage Pre-Press/Printing Operations.
* Contribute to manufacturing objectives for quality, productivity and service through incremental process improvements or re-engineering techniques.
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| **Functional Responsibilities** |
| * Provide a world class Pre-Press operation to assure best in class quality plates to manufacturing to facilitate quality printing.
* Provide a world class Printing operation to assure best in class quality print to manufacturing.
* Managerial Responsibilities
	+ Formulate objectives
	+ Evaluate capabilities and opportunities
	+ Plan and schedule programs and projects
	+ Select and train subordinates
	+ Cultivate morale, recommend wage or salary adjustments
	+ Control expenditures
	+ Measure progress using KPI’s.
	+ Review performance
* Identify where training is needed to develop the associates in areas of responsibility and line up necessary resources to insure training is completed in an effective and timely manner.
* Manage all purchases required for the Pre-Press/Print Departments. Negotiate, coordinate, and expedite print, printing paper, and other outside materials required for all color projects. Negotiate contracts and other purchasing terms with vendors that will be cost effective. Research and recommend new sources for paper, printing and other outside purchases.
* Coordinate with Scheduling, Project Management, and Manufacturing to ensure internal deadlines are met or exceeded.
* Determine staffing requirements weekly and re-deploy resources during the week as needed to address changes in volume or priorities.
* Manage operating budgets in assigned areas of responsibility and insure expenses are incurred at acceptable levels.
* Ensure proper equipment maintenance as related to safety, quality and productivity.
* Form teams and involve associates to improve productivity, decrease lead times and attain customer quality requirements.
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| **Context and Environment** |
| * Reports to the Operations Manager
* Pre-Press and Print Department is one key part of our entire operation that is designed to deliver innovative solutions to our customers
* Must compliment Dorn Color culture and values
* Dorn Color has a “family owned” feel, a can do attitude and always putting the customer first
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| **Accountabilities** |
| * Responsible for leading/training/nurturing 7 direct reports.
* Leading integration efforts transitioning to EFI Pace MIS/ERP solution.
* Using TQM principles, lead continuous improvement efforts.
* Strategic approach to efficiency improvements and expansion as dictated by the growth of the business.
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| **Qualifications / experience required** |
| * 4 year Printing or Graphic Arts degree preferred.
* 5 or more years Pre-Press management experience.
* Comprehensive knowledge of XMF or related workflows.
* Undertstands calibration methodology to GRACol 2013 standards for Proofing, Plating and CMYK printing.
* Working knowledge of Adobe suite (Illustrator, InDesign), Enfocus Pitsop Pro and related software integration.
* Comprehensive knowledge of conventional offset printing process.
* Excellent planning and problem solving skills
* Team-oriented management style with demonstrated leadership and facilitiation skills.
* Excellent communication skills, both verbal, written and electronic.
* Skilled negotiating, purchasing and sourcing capabilities
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 Date Posted: Date Removed: