

# Employees Descriptions

Production Manager

Pressman

Pressman Helper

Pre-press Assistant

PRE-PRESS ASSISTANT: to handle printing jobs to be made into negatives, cut color as/if required by customer. Process negatives, may involve registering 4-clr process negatives, burn negs into printing plates and process plates and bend them. Also involve cleaning and maintaining pre-press equipment. Prepress Assistant also will help in the pressroom when needed. Help Jog papers and tie and stack.

PRESSMAN HELPER: to assist crew in setup of press for upcoming print jobs, preparing rolls to be inserted into press roll stands, make sure press is full of paper, ink, and water. Job includes paper jogging and/or tying and stacking of printed products. Includes overseeing duties and assuring tasks has been performed in an orderly manner. Pressman helper is in charged over the countevayor.

PRESSMAN: mainly in charge of press setup, may be required to the same tasks as pressman helpers do. Pressman is required to run print jobs which includes ink setting, registration, paper alignment, also web tension and folder settings. Expected to adhere to quality control, to provide quality printing.

PRODUCTION MANAGER: same as pressman, job includes managing press crew, schedule print jobs and time management is essential. Person is the purchasing agent for Pre-press and Pressroom. Person oversees pre-press and Pressroom activities, he is also the 4-clr pressman. Person is to implement strict quality control procedures for crew to adhere to. Person is the consultant and troubleshooter for Production. Person also deals with customers.

**ALL EMPLOYEES IS REQUIRED TO OBEY ANY TASK THAT THE SUPERVISOR ASK YOU TO DO**