

DIGITAL PRINT MANAGER

ProServe, a company which provides business fulfillment services (printing, mailing, courier, scanning) to Bermuda companies is looking for a dynamic Print Manager.

DESCRIPTION:

The Digital Print Manager is responsible for supervising the Team of persons in the Print and Inserting Department. Must have expert knowledge of digital printing, colour management operation and finishing.

Must be willing to work outside of regular office hours including weekends when required.

DUTIES & RESPONSIBILITIES:

- Direct supervision of team members in Printing and Inserting Department
- Conduct regular Operations Reviews and Performance Appraisals
- Ensure compliance with Standard Operating Procedures
- Maintain the efficient running of the Print Department by ensuring the print orders are executed according to established timeframes
- Maintain inventory of supplies and materials
- Ensure that machines are properly maintained
- Uphold strict quality standards and postal regulations on all printed material
- Coordinate the efforts of digital print jobs with internal and external clients to ensure jobs comply with client's specification
- Communicate with internal and external customers throughout the project lifecycle to ensure expectations are being met

SKILLS, QUALIFICATIONS and EXPERIENCE

- At least 5 years' experience in the digital variable commercial print industry
- Expert knowledge in the use of digital print programmes, colour management operations and finishing
- Expert knowledge in digital presses
- Working knowledge of print systems engineering applications and Mailhouse operations would be an asset.
- Experience in operating and maintaining Xerox Digital Colour production presses
- Experience in imposition software
- Certified in Adobe software
- Working knowledge of Microsoft suite
- Ability to work in a fast paced environment
- Ability to maintain confidentiality on sensitive/confidential documents as well as in all aspects of the job
- Excellent organizational and time management skills

Closing Date: December 16th, 2015

**Send applications to: recruiting@proserve.bm or
P.O. Box HM 3128 Hamilton HM NX**