

# IT/Prepress Specialist

In this dynamic full-time position (38.5+ hours) you will be responsible for both IT functions as well as assisting with prepress.

## **IT Functions:**

- Daily/weekly/monthly maintenance for servers
- Oversee IT Systems (Windows servers)
- Qualified applicant should have experience with Windows and Mac Apple OS, Domain Controller.

## **Prepress:**

- Emailing proofs, pre-flight and post jobs to print vendors
- Review & upload customer supplied files
- Maintain daily deadlines
- Archive and maintain database
- Production of Point of Sale Kits
- Communicate with printers as needed
- Working knowledge of Adobe Suite, including InDesign, Photoshop & Illustrator, as well as knowledge of Quark would be desired

Both functions require organization and problem solving skills. Attention to detail is essential, as is a strong work ethic.

You may email your resume' to [careers@circulars.com](mailto:careers@circulars.com) or mail to:

Circulars Unlimited

Attn: IT/Prepress Specialist

18-20 Mechanic Street, Norwich, NY 13815

