

Screen Prep Technician

Position Summary

This position deals with all phases of the screen creation. The Screen Prep Tech reports directly to the ProPrint Production Supervisor. The Screen Prep Tech is responsible for overseeing and maintaining the entire life cycle of the screens.

Abilities Required

- ★ Read & understand English and be familiar with industry, norms, standards, applications, language, and terminology.
- ★ Experience with M&R Digital Screen Room Equipment & manual coating skills
- ★ Basic Computer Skills
- ★ Ability to effectively and comfortably communicate with co-workers.
- ★ Time management and organizational skills.
- ★ Ability to operate under pressure and time constraints
- ★ Be comfortable on your feet for the duration of your shift.
- ★ Be able to lift up to 50lbs

Specific Responsibilities

- ★ Access print production files from the network and organizing them on the M&R production software.
- ★ Utilize M&R UniCoat, I-Image, & Eco-Rinse to prepare screens for production
- ★ Reclaim designated screens
- ★ Perform daily & weekly maintenance on all equipment, keep work area clean and organized.

Key Performance Indicators

- ★ Consistently showing up for work on time and putting in extra time when required.
- ★ Hitting and maintaining mutually agreed upon daily, weekly, and monthly production metrics.
- ★ Maintaining 99% accuracy on screen creation.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.