

MM PACKAGING VIDON LLC SYSTEM PROCESS PROCEDURES			
Core Process	:	Human Resource Management	Document No. : HM-01-S33
Sub Process	:	Recruitment	Revision No. : 02
			Effective Date : July 01, 2017

### Job Description

<b>Position/Title</b>	:	Pre-Press Staff	<b>Section</b>	:	Pre-Press	<b>Date:</b>
<b>Reports to</b>	:	Head of Pre-Press	<b>Department</b>	:	Design & Pre-Press	
<b>Manager</b>	:	Head of Pre-Press	<b>Employee's name</b>	:		

<b>A. Job Objective</b>	:	<ol style="list-style-type: none"> <li>1 Ensure the layout satisfies the customers' need with high accuracies and fully</li> <li>2 Solve desinging problems with third party to issue the plates, cylinders meet quality standard.</li> <li>3 Satisfy customers' need in before printing steps.</li> </ol>
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<b>B. Key Accountabilities</b>	:	<ol style="list-style-type: none"> <li>1 - Build up of ArtWork Data, Layouts, Printing related data after set workflow with ArtPro and Illustrator.</li> <li>2 - Does the PrePress related assignet tasks from Head of PrePress.</li> <li>3 - Handles the CTP and Plate Preparation / Exposition</li> <li>4 - Layout- and Datacontroll after set Checklists</li> <li>5 - Job Preparation and Feedback after set Workflow and Checklists</li> <li>6 - Data Handling after set Guidelines</li> <li>7 - Reports directly to the Head of PrePress</li> </ol>
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<b>C. Rights</b>	:	<ol style="list-style-type: none"> <li>1 Access and manage layout saving system of company.</li> <li>2 Request supporting from Sales to connect with customers.</li> <li>3 Suggest risks, problems and solutions for each product designing step.</li> <li>4 Work directly with the customers when necessary, concerned with pre-press files to confirm or re-confirm.</li> </ol>
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<b>D. Qualifications, experience, skills and knowledge</b>	:	<ol style="list-style-type: none"> <li>1 <b>Education</b> Graduated from Colledge or University in major technique designing or equated major.</li> <li>2 <b>Qualification</b> <ol style="list-style-type: none"> <li>a. Regulations, labor commitments and company rules.</li> <li>b. Techniques and pre-press products in printing industrial.</li> <li>c. Proce</li> <li>d. Targets and quality policies, include reponsibility and rights.</li> <li>e. Training program about concerned skills.</li> </ol> </li> <li>3 <b>Skills:</b> <ol style="list-style-type: none"> <li>a. Proficient in Microsoft office</li> <li>b. Reported skills</li> <li>c. Communicated skills.</li> <li>d. English communication</li> </ol> </li> <li>4 <b>Experience</b> <ol style="list-style-type: none"> <li>a. At least 01 years experience in designing package for packaging industrial.</li> </ol> </li> </ol>
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