

STEPHEN AUSTIN JOB DESCRIPTION

Position: PROOF READER	Department: PRE-PRESS
Reporting to:	Responsible for:

The Company

Stephen Austin is a well-established confidential and commercial printing company based in Hertford and part of a privately owned printing and newspaper publishing group. The Company employs approximately 125 staff, of which 35 are office-based. The Company handles a broad range of print and related products and services, from large-scale confidential and commercial print and fulfilment contracts to general printing and mailing services.

For further information, please visit www.stephenaustin.co.uk

Job Purpose/Overall Responsibility

Proof Reader working a double day shift pattern. You will have proof reading skills and worked within the printing industry for at least 10 years. Role involves all forms of proof reading from raw copy, complicated amendments, imposition and content approval to machine passes. You are likely to be a time served journeyman and have worked within this role for a minimum of 5 years

This is not a job for a mac operator who does a little bit of reading.

Areas of Responsibilities

This is a broad overview of the role and does not encompass all aspects of the position.

Person Specification

Skills	Description	Essential	Desirable
Skills/Abilities	Full understanding of style sheets, ability to follow layouts.	Yes	
	European languages	Yes	
	Understanding of or reading of Arabic		Yes
Qualification/Training	City And Guilds NVQ		

Relevant Experiences	Worked in a position similar to that advertised for at least 5 years.		
Knowledge	<p>Full knowledge of proof readers marks</p> <p>Solid grounding in the Spoken and written word of the English Language</p> <p>Good general knowledge of the printing processes and page impositions</p> <p>Speak/read at least one of the common European languages e.g. French, German or Spanish</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Yes
Attributes	<p>Good timekeeping</p> <p>Knowledge of languages</p> <p>Flexible</p> <p>Unflappable</p> <p>Capable of working under pressure</p> <p>Ability to work within a team with good communication skills</p>		
Other			