

JOB DESCRIPTION

Job Identification

Job title	Origination and Prepress Manager
Date compiled	Reviewed
Employee name	Noel McShane
Department	Origination – DTP, Design, Typesetting, Plate setting-CT
Location	Cape Town Branch
Reports to	Managing Director

Job Details

Job purpose	<p>The Origination Manager will support the Production Manager and work as a team to ensure that the Origination department as a whole is managed effectively and efficiently. The Origination Manager is responsible for the overall service delivery of all electronic reproduction and bureau functions of the company. Ensuring excellent world class standards throughout Origination areas and activities by making optimal use of all available resources.</p> <p>The monitoring and management of all proofing processes and products throughout the organisation via proofing module tools and co-ordination of proofing priorities and target issue expectations. The Origination department must take ownership of all proofing progress and attempt to “pull” work from clients via the Sales team.</p> <p>Included in the proofing function, it is the manager’s responsibility to drive the use of online proofing tools internally and externally through the promotion of the online products and training of staff and clients.</p> <p>Following on from proof responsibilities, the Origination Manager is accountable for ensuring a constant plate supply of available work to the Litho departments and likewise the supply of accurate print files to our Digital division; with the aim of building and maintaining a sufficient material supply of at least a ‘24 hour-buffer’ to sustain continuous press production.</p>
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	<p>Priority must be given to the control of quality in producing accurate and presentable proof products and in eliminating all forms of spoilage or poor work performance within the prepress departments; which may cause inferior product or hamper production processes due to incorrect file preparation.</p> <p>As the position is based in a field of constant technological development and improvement, the Origination manager must be able to identify possible solutions and formulate implementation of any workflow system roll-outs where necessary, ensuring the constant development of process improvement and staffing skills and company objectives.</p>
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<p>Responsibilities</p>	<ul style="list-style-type: none"> • The Origination Manager is to drive and ensure that a high standard of quality accurate files supplied to Production at all times by managing and coordinating all front-end electronic material input and proofing functions and ensure optimal use of all available resources. • The Origination Manager must ensure that the work output is met within the prescribed planned time to ensure that deadlines are met; • The Origination Manager must drive and ensure that work is produced in accordance to the work ticket & specifications supplied; that all operators read and understand the specifications on the work ticket supplied and sign off that it has been done, in this the Origination Manager will ensure and drive a zero tolerance approach to spoilage within the Origination department; • To monitor and manage non-productive time of operators on actual output; • The Origination Manager will ensure effective and efficient communication amongst departments at all times; • To monitor performance against production standards and implement corrective action where required; • To monitor and review production standards regularly and review procedures accordingly; • Evaluate team performance and identify needs for improvement and to put in place measurements to achieve the required performance; • To ensure that data entered into MIS system is done real time by all staff within his department and is accurate; • To ensure and drive that all cost centres are opened and closed accurately • To assess staff's performance regularly or on a monthly/quarterly basis and ensure that the performance standards of all employees and the department are addressed and such communication is documented formally and filed; • Assist and drive all job queries within Origination when required; • To attend and add value to daily production meetings, being proactive and to provide accurate update and information to planning; • The Origination Manager is responsible and accountable for the supervision of all staff within your area of responsibility (including prepress). • To ensure that Housekeeping in the department are maintained at all times by
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	<p>all;</p> <ul style="list-style-type: none"> • To identify staff that require training where growth and development is required for them to grow to their full potential within the company; • To ensure that the training of the apprentices within your area of responsibility is provided, supported and completed within the prescribed time; • To carry out all reasonable instructions from senior and top management promptly and efficiently; • To be able to issue disciplinary warnings to staff fairly and consistently and that at all times disciplinary actions are within the guidelines of the company's disciplinary code and LRA; • Implement and promote best practises in all areas of front-end workflow functions to support accurate and efficient input and output of hardcopy and electronic material • Monitor and review financial performance of department based on profitability and income generating Origination services • Motivate self-growth and cross-skilling of all team members • Eliminate spoilage and waste throughout all origination areas • Maintain high standards in areas of service, quality and development • Constantly undertake to reduce operational costs; • To provide training to all apprentices within your department and to provide them with all the support necessary to become well trained qualified journeyman.
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<p>Competencies required</p>	<ul style="list-style-type: none"> • Knowledgeable & Qualified • Able to work independently within the framework of general instructions; • Able to take initiative and manage and drive change; • Ambition and Leadership skills • Managerial skills • Be able to make decisions readily • Functions effectively under pressure • Able to motivate one self and others • Must be able to be assertive (firm and fair) when dealing with corrective action; • Interpersonal skills/People skills and good communication skills • Maintains a high level of energy and a positive attitude over prolonged periods of time • Analytical and systematic • Building positive relationships within all departments • Extremely organised/organisation skills • Be respectful towards to all management, peers and subordinates • Promote teamwork amongst his team and subordinates • Must be able to drive team to meet deadlines • Participative and cooperative approach to senior authority and instructions • Positive attitude towards job function and the company
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Working conditions	Normal working hours of the company: Monday to Friday 08H00 – 16H30; but it is expected that being part of management that you would be willing to go the extra mile in that you would give time beyond the normal eight/8 daily working hours to ensure that you meet the purpose of your role; and willing and able to work during weekends and public holidays when production requires and requested by management.
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Job Description Approval

Approved by	Managing Director -
Date approved	

I acknowledge receipt of the job description and have reviewed it and confirm that the content of the job description reflects the position.

Employee signature _____

Date yyyy-mm-dd

Employer signature _____

Date yyyy-mm-dd

Disclaimer
 This document describes a position and is not an employment contract. Creda Communications reserves the right to modify the content in the job description at any time if required to do so.