

Prepress/Graphic Designer

Company Overview:

The Look Company specializes in providing visual engagement solutions for sport, retail and commercial customers globally. We are a high energy, fast paced environment and looking to grow our company.

Position Overview: Permanent, full-time Monday – Friday

The Prepress/Graphic Designer plays a key role in supporting the production and design team by preparing digital artwork for print and ensuring files are accurate, press-ready, and aligned with customer specifications. Working closely with senior designers, customer service representatives, and press operators, this role bridges creative design with technical production. The ideal candidate is detail-oriented, organized, and eager to grow their skills in a fast-paced print or marketing environment. This position provides an excellent opportunity to gain hands-on experience in both creative design and the technical aspects of print production.

Hours of Work: Day shift 8:00am – 4:00pm

Job Duties (include and are not limited to):

- Design visual content for a diverse range of clients, including materials for marketing campaigns, advertising, and promotions.
- Perform pre-flight checks, data management, and prepare files for production.
- Identify and resolve potential issues in digital files prior to production.
- Provide creative design ideas, solutions, and alternatives based on customer input and project goals.
- Plan and schedule work to meet customer deadlines, proactively monitoring timelines and flagging potential delays to management.
- Coordinate proofing processes by following up with Customer Service Representatives.
- Ensure all design work receives final approval before moving into production.
- Monitor and retrieve customer-submitted files via online systems or email.
- Output digital print files according to specific job requirements.
- Collaborate closely with customers and press operators to ensure final output aligns with expectations and specifications.
- Modify and update existing design files based on new customer specifications.
- Adhere to company procedures and workflows as outlined in internal manuals.
- Identify and reject low-quality or incorrect jobs, notifying management promptly.
- Estimate time and materials required for each project and communicate cost implications accordingly.

- Perform additional duties as assigned.

Qualifications & Requirements

- Bachelor's Degree or College Diploma/Certificate in Graphic Design, Digital Media, or a related field.
- At least 1 year of experience in a similar role preferred, preferably in a print or marketing environment.
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign) and Microsoft Office applications is a must.
- Ability to thrive in a fast-paced, deadline-driven environment with a commitment to delivering high-quality work.
- At least 2 years of hands-on experience in graphic design and/or digital production, or equivalent education.
- Strong understanding of design principles and the print production process.
- Familiarity with transitioning projects from digital to print, including knowledge of common challenges and best practices.

Benefits:

- Company paid extended health care & dental after (3) months
- Life insurance
- Wellness program
- Company events
- Casual dress
- On-site parking
- PPE supplied
- Company reimbursement steel toes after three (3) months

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

If you are interested to learn more or in applying for this position, please apply through our website at: <https://experience.thelookcompany.com/careers>