

K International Plc**Job Description****Job Title**

DESK TOP PUBLISHING OPERATOR

Purpose

To electronically typeset translated text to a given specification fulfilling the client's requirements for their foreign language versions of their documentation. Our operators usually work 37.5 hours a week (Monday to Friday), although additional hours may be necessary to meet deadlines.

Scope

All aspects of being a Desk Top Publishing Operator will include:

- Achieving agreed deadlines.
- Consistent high quality output of the end product to given specification.

Accountabilities and Responsibilities

- Quality of Output
- Adherence to and audit of agreed work practices.
- Work well under pressure and to strict deadlines
- Be able to prioritise a varied workload
- Reports to: Studio Manager

Nature of Role

Be able to work independently as well as within the team, producing electronic versions of foreign language documentation to given timescales for publication material and may include, books, business cards, calendars, magazines, newsletters and packaging.

Primary Objectives

- To achieve target dates agreed with our clients for the production of translated work.
- To ensure that a consistently high quality of translated material is produced by K International.
- To agree and document a plan for each project.
- Ensure that each project is appropriately monitored.
- Constantly look for best practice.
- To manage the quality of our completed work to the highest standards ensuring the correct proofreading and checking is undertaken.
- Resizing design elements to fit the page while maintaining the overall specification.
- Ensuring images are positioned near the relevant portion of text.

Experience and Skill

- 1 Proven experience of using one or more of QuarkXpress, Indesign, Photoshop, Illustrator software packages.

- 2 Knowledge of a foreign language.
- 3 Convert drawings and illustrations into digital images and manipulate those images.
- 4 Design page layout producing graphics such as diagrams, charts and tables.
- 5 Typesetting and colour separation
- 6 Use of electronic publishing technologies, such as Hypertext Markup Language (HTML) to convert documents to an internet – ready format.
- 7 Good communication skills
- 8 Strong work ethic
- 9 The ability to pay attention to detail and work independently as well as part of a team.
- 10 Good eyesight, including visual acuity, depth perception, field of view, colour vision, the ability to focus quickly and artistic ability.
- 11 Foundation degree subjects such as, computing, graphics or graphic design