



**Position:** Pre-Press Coordinator/Manager (Full-Time)

**Location:** Eden Prairie, MN 55347

### **About Ball Pro/Diversified**

Nestled in the outskirts of the beautiful Minneapolis suburbs, Ball Pro has been a leading supplier in the promotional products industry for over 25 years. We take great pride in giving our customers the absolute best service and product and, if you already know us, you probably know this to be true. Our reputation and our honor actually mean something over here.

Our employees proudly have an average service time of over 7 years. Longevity of employment means not only the company invests in its talent, but it also fosters a work environment that people feel a strong sense of belonging.

### **Job Summary**

Ball Pro is looking for an organized and dependable person who has the technical skills to automate our prepress department, including our web business. We are looking for someone who is proficient in Illustrator, Photoshop, InDesign, and workflow automation software like Esko.

Ability to do color profiling on digital equipment and control color across multiple platforms a must. Familiarity with Mimaki and Roland presses a plus.

You will also be leading a small team of production artists remotely. This person will report to the VP of Operations.

### **Responsibilities/Qualifications**

General responsibilities:

- Oversee and execute workflow of production art – including automation
- Color profiling of digital equipment
- Color Management
- Manage and work with remote team members
- Prepare art files ready for pad, screen, digital and dye sublimation printing
- Create and send art proofs to customers for approval
- Make corrections to art files as requested
- Follow-up with customers as needed
- Meet quality and technical standards

Other skills:

- Strong verbal, visual, and written communication skills
- Attention to detail (grammar, spelling, etc.) a must
- Strong computer skills
- Knowledge of SAP helpful
- Performs well in fast-paced environment
- Able to prioritize tasks and manage time efficiently
- Digital and color profiling experience required
- Digital printing experience required