

Job Description

Executive - Prepress

Key Responsibilities

- Designing and laying out book pages, covers and jackets
- Handling text edits, colour corrections, and all other pre-press tasks
- Performing quality checks on all pages of all files to identify and resolve any issues
- Preparing press ready PDFs and archive ready InDesign files
- Collaborating with the press to troubleshoot and resolve any technical issues that may arise during the production process
- Handling administrative tasks including vendor setup, creating POs, and monitoring payments
- Managing and organizing digital assets, including working document versions, fonts, and images
- Maintaining process documentation and audit trails

Personal Skills

- Attention to detail
- Prioritization
- Problem solving
- Ability to work well under pressure
- Ability to meet deadlines
- Flexibility and adaptability
- Teamwork

Technical Skills

- Advanced level proficiency in Adobe CC, including InDesign, Photoshop, and Illustrator
- Knowledge of digital file formats, PDF standards, and printing technologies
- Strong understanding of color management and production processes
- Advanced level proficiency in MS Office, including Word, Excel and PowerPoint
- Proficiency in typing (English & Hindi)

Experience

- Minimum 3 years in a similar role

Location – Delhi

Email your CV to careers@katha.org, using the subject “Executive – Prepress”