

# JOB POSTING

## Production Coordinator

Posting date: August 13, 2024

### ABOUT YOU

The ideal candidate is a graduate of a Graphics Communication Management or similar program or has previous experience as a coordinator/project manager role from a commercial print or creative agency environment and is familiar with print terminology and practices; you have the proven ability to manage multiple projects, trouble shoot and provide solutions.

You also have demonstrated organizational skills with fantastic verbal and written communication skills and ultimately enjoy working in a fast-paced, deadline oriented environment.

### ABOUT THE ROLE

As a natural born coordinator, you will be responsible for planning, executing and finalizing assigned projects by acquiring resources and with the support of the Sales Executive, coordinating the efforts of clients, team members, suppliers/vendors.

Essentially, you will define the project objectives, create docketts and oversee the production and quality control throughout the cycle of each of your assigned jobs including final compilation.

You will monitor status on all docketts to ensure they are manufactured within estimate requirements, are on track with operational work flows and that jobs are on target to meet deadlines.

### ABOUT US:

Lowe-Martin is a privately owned corporation that has been in continuous operation since 1908. We provide innovative, integrated and progressive communication solutions. Some of the most popular services we provide include Direct Mail, Large Format, Digital and Security Printing, eCommerce and Direct and Multichannel Marketing Solutions.

At Lowe-Martin we focus on sustainable growth, exceptional performance and AWESOME CUSTOMER SERVICE!

This role works from our Mississauga facility, conveniently located near the 401 and 403 highways with many public transportation options for your commute.

You are invited to join our Talent Community at [www.LMGroup.com/Careers](http://www.LMGroup.com/Careers) to apply for this rare opportunity.

The range for this role is \$50,000 to \$65,000+, depending on your skill set and your ability to advance.

- We offer medical, dental, vision care, LTD and Life benefits
- Employee and Family Assistance Program
- Referral bonus program
- Monday-Friday on-site/in-person work
- Training and skill development
- Company Culture and Fun events - Follow us on Instagram at [\\_lowemartin](https://www.instagram.com/_lowemartin) to see for yourself.

Send resume to: [TorontoHR@LMGroup.com](mailto:TorontoHR@LMGroup.com)

**THE LOWE-MARTIN GROUP IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.**

We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act. Let us know how we can accommodate you to participate in the recruitment process.

**SUBMIT RESUMES:** Human Resources Email: [TorontoHR@LMGroup.com](mailto:TorontoHR@LMGroup.com)

In Person: 5990 Falbourne Street, Mississauga, ON L5R 3S7