

Print Production Specialist (Contract – Maternity Leave)

WE ARE LOOKING FOR YOU!

Do you take pride in flawless print files and execute seamless direct mail pieces? We are looking for a Print Production Specialist to undertake the production of variable print-ready files while keeping best practices and brand guidelines in mind. The ideal candidate will be expected to liaise with the Account Managers, Production Designers, and other key players to address issues when they arise.

Reporting to the Manager of Print Production, the Print Production Specialist will play a key role in the production, proofing, quality control, final execution and must have a keen eye for detail! If this sounds like you, then we need **you** on our team!

RESPONSIBILITIES

- Collaborate with internal teams on direct mail and print projects.
- Liase with external vendors (printers and lettershops).
- Ordering print and proofing and coordinating internal team approvals.
- Managing production aspects of a mail campaign, keeping up with tasks and critical path dates.
- Review of campaign specifications, requesting and QC quotes.
- Keeping the team informed of timing or pricing changes.
- Issuing and writing Purchase Orders.
- Writing instructions for lettershops on variable print and bindery details
- QC laser lives and obtains approvals from team and/or clients.
- Attend and participate in daily production meetings.
- Attend check-ins with team members throughout campaign execution process, collaborate, flag potential issues, and provide recommendations.

MUST HAVES

- 3+ years print and/or direct mail experience.
- Proficient with Microsoft Office, MS Outlook, Teams, Adobe Acrobat.
- Working knowledge of Canada Post requirements and specifications.
- Working knowledge of variable digital print.
- Working knowledge of letter shop processes.
- Previous agency experience an asset.

WHO IS BLAKELY?

We are a diverse and smart team who value transparency, collaboration, hard work, and curiosity. We value people above all else and we demonstrate that in our team, in our work, and within the amazing relationships we nurture every day with our clients.

As a workplace which strives to create a culture based on inclusivity and teamwork, we believe that our culture is our biggest competitive advantage. We provide equal opportunity to all employees and applicants without regard to race, religion, colour, gender identity, age, sexual orientation, neurodiversity, or disability, visible or invisible.

We need YOU - an accomplished **Print Production Specialist** who wants to make a difference in the world - to join our team.

Salary Range: The starting salary range for this position is \$50,000 - \$65,000, commensurate with experience. In addition, a comprehensive benefits package including health, dental and vision care, 3 weeks vacation plus an additional 9.5 Blakely days off (half day Fridays before each long weekend and the office is closed for one week at the end of December each year).

Location: This is a location flexible position. The successful candidate will be able to choose where they do their day-to-day work either from home or the Blakely office, located in Aurora, ON. This position can also be fully remote and is considered remote if you live more than 150 kilometers from the Blakely office. Maintaining a good working relationship is key to success, for non-remote workers, there will be a requirement to come into the office occasionally for meetings and meet in person with clients as the role requires. For remote workers, there will be a requirement to come to the Blakely office for in-person meetings approximately 4-6 times per calendar year and occasional travel for in person client meetings dependent on the client and Blakely needs, with reimbursement for travel based on Blakely's policy.

HOW TO APPLY

If this description sounds like you, please send your resume to us at careers@blakelyfundraising.com no later than **11:59 p.m. on June 16th, 2024**.

We thank all those who apply, however, only candidates of interest will be contacted.

Begin your journey with us in 2024, and let's inspire people to do more.