

RE: Print Coordinator Position

Job description

We are seeking a Print Production Planner to join our growing team.

The successful applicant will:

- Be responsible for interaction with multiple clients and managing day-to-day workflow.
- Have logical problem-solving skills and be creative in troubleshooting.
- Be capable of working in a team environment to meet client deadlines.
- Have a very keen eye for detail and strong quality control skills.
- Have a willingness to learn and do what it takes to get the job done.

Requirements:

- Computer proficient (Mac preferred).
- Thorough understanding of most recent versions of Adobe Creative Suite, Microsoft Office. Email, and FTP is required.
- Strong communication skills.
- Self-motivated with the ability to manage multiple projects with tight deadlines.
- Knowledge of Filemaker Pro an asset.
- Knowledge of sheetfed. large format and digital print an asset.
- Knowledge of bindery processes an asset.
- Bilingual an asset.

Job Type: Full-time

Pay: \$20.00-\$25.00 per hour

Language Requirement: English required. French an asset.

Schedule: Monday to Friday

Location: On-Site, ability to commute/relocate.

Address

HIPSKIP Communications Inc.
Scarborough, ON M1B5M9:

Contact Details:

Please forward all resumes to gary@hipskip.ca and include your preferred contact method.