

## Forms Designer

Create value at TC Transcontinental.

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**At TC Transcontinental, we've got it made, and that's because of the expertise of our team. We are currently looking for a full-time Forms Designer.**

We have been driving innovation since 1976. With over 8,000 employees and 41 production sites, TC Transcontinental is a leader in the packaging and printing industry, as well as the top French-language educational publishing group in North America. It is a company that takes care of its teams and where employees support each other. At TC Transcontinental, we lead the industry by cultivating a sense of belonging for all.

### About this opportunity

With direction and guidelines from the Data Services Supervisor and Forms Team Lead, the Forms Designer is responsible for creating digital templates using customer images, text and variable placeholders, with the purpose of creating digital print ready files. This position will work out of the Aurora location.

### What you will do

- Create form workflows that accurately produce the specified output which must have built in safeguards and be zero tolerant to errors;
- Proofread output ensuring text, fonts and graphics are as per client requirements;
- Provide feedback to the CSR's as to the accuracy and usability of customer resources (graphics, fonts and text);
- Provide timely feedback to the CSRs as to the status and timing of assigned job(s);
- Perform Quality Control checks as required by departmental procedure(s);
- Communicate with Data Programmers as to the specific file requirements for production purposes;
- Maintain job records, documentation and reports as required for each job;
- Perform all other duties as requested by Management in order to help the team effort;
- Work well in small teams and in a fast-paced environment;
- Fully understand and adhere to all relevant Environmental, Health and Safety, Human Resources, Quality, Security and Company policies and procedures;
- Work in compliance with the Occupational Health & Safety Act of Ontario, the Workplace Safety Insurance Act and all other applicable legislated, environmental, health & safety regulations;
- Support and contribute to a healthy and safe work environment by following all workplace regulations, policies, and initiatives, including reporting all first aid injuries, accidents, and workplace hazards.

### What you have to offer

- Degree (or work experience equivalent) in computer graphics, design and print production
- Knowledge in Quadiant Inspire Designer composition software and QMS system training and appropriate procedures would be an asset;
- Proficient with Windows Operating System and applications (including Word and Excel), Adobe Creative Cloud (InDesign, Photoshop, Illustrator);
- Ability to read and interpret documents such as job specifications;
- Ability to communicate effectively with other employees in the organization.

### What we have to offer

- Opportunity to be part of a dynamic and highly motivating work environment where you can develop your potential and launch an exciting career;
- Employee perks such as discounts from suppliers on various products and services;
- Development opportunities where your input makes a difference.

Individuals interested in applying for this position are requested to send their résumé to **fatemah.hemraj@tc.tc** prior to the **posting expiry date on October 11, 2024**.

*TC Transcontinental is committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.*

**Send us your application. Create something with TC Transcontinental.**