

**Annan & Bird Lithographers
Position Description Form**

Position Title: Project Coordinator Tristar - Mississauga
Position Title Location

Reports To: Vice President of Sales
Position Title

Overall Objective: To Coordinate effectively and expeditiously print orders, from digital files to printed product.

Primary Working Relationships: Customer's, Sales Reps, Digital Staff, Pressroom Staff, Finishing Staff.

Major Duties/Outcomes:

- Receive digital files, prepare digital docket, and ensure proofs are delivered on time
- Review incoming proofs, update production and forward to digital for plating
- Communicate with Customers and Sales Reps about concerns and changes as required
- Prepare sheeting order and production docket
- Advise Customers and Sales Reps on job status daily
- Advise Customers and Sales on extra costs and receiving an approval
- Respond to Customers phone calls and email promptly
- Job plan meeting with Digital and Press Manager on concerns before job is plated
- Update Production Manager on concerns and issues, ensuring customer satisfaction
- Assist other CSR's to expedite production as needed.

Primary Job Requirements: (Skill, Education, Experience, etc.)

- Post secondary graduate from a recognize printing program
- Grade XII and five years printing experience
- Computer literate
- Good verbal and written communication skills
- Able to work well under pressure in a Team
- Detail oriented and good organizational skill

If interested, please forward your resume to Mike Pillo at mikepillo@annan-bird.com