



C.J. GRAPHICS INC.
PRINTERS & LITHOGRAPHERS

A MEMBER OF THE C.J. GROUP OF COMPANIES

Jr. Large Format Production Coordinator

Location: Mississauga, ON

Status: Monday – Friday

Responsibilities:

- Work closely with sales and some clients to produce their projects from start to finish
- Verify client's product at various stages to meet their requirements.
- Create a control docket using the company MIS software (Avanti). This docket is based on a quote from the estimating department that has client sign off
- Control all costs and deliveries associated with the project to keep on budget and on time
- Communicating with sales and clients to maintain production deliverables
- Communicate to internal departments in a timely fashion all the specifications and revisions necessary to produce the job
- Deal with multiple orders and requests on a daily basis
- Ability to work under pressure in a fast paced environment
- Order stock when necessary and follow up with suppliers
- Get quotes from multiple suppliers to ensure we get the best price
- Co-ordinate with bindery and shipping to ensure delivery times are met
- Responsible for proofing and adjusting colour to meet clients expectations
- Open and revise dockets as required and close dockets upon completion
- Approve and email PDF proofs to various clients for approval
- Proofread all client packaging work to ensure accuracy as to content
- Liaise with digital and litho Production Staff on digital and litho work
- Fill in and perform sales related duties, when salesperson is absent, providing info to estimators and obtaining quotes for clients, as well as dealing with clients directly to answer all of their questions
- Assist with completing invoices and following up with clients for payment
- Other duties as required

Qualifications:

- Strong attention to detail and understanding of print production flow
- Ability to handle multiple projects at once
- Commitment, reliability, and a positive attitude are essential
- Proficiency in word and excel needed
- Knowledge of indesign and bindery knowledge an asset
- Experience with mailings an asset
- Experience in digital and litho is an asset

Apply to Nekeshia Caracciolo via nekeshia@cjgraphics.com

C.J. Graphics is an equal opportunity employer and is committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected, and supported. Only those candidates selected for an interview will be contacted. If you require any type of accommodation during the recruitment and selection process (including alternate formats of materials, or accessible meeting rooms, or any other accommodation), please let us know and we will work with you to meet your needs.



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