

POSITION: Print Production Coordinator/CSR
LOCATION: Falbourne
POSTING DATE: November 17, 2017

As a member of the Lowe-Martin team, you will enjoy a demanding role in an informal yet focused work environment with a mix of challenges and rewards. For the motivated person, Lowe-Martin offers a variety of employment opportunities in all areas of our group of companies....

POSITION SUMMARY:

As a **Print Production Coordinator**, you will be responsible for planning, executing and finalizing assigned projects by acquiring resources and with the support of the Account Manager, coordinating the efforts of clients, team members, suppliers/vendors. Essentially, you will define the project objectives, create docket and oversee the quality control throughout the cycle of the job including final compilation.

RESPONSIBILITIES:

- Define project scope, goals and deliverables that support business goals in collaboration with clients, senior management and stakeholders.
- Liaise with project stakeholders on an ongoing basis.
- Set and continually manage project expectations with team members and other stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Liaise with other department managers for the acquisition of required personnel from within the company.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Develop and deliver progress reports, proposals and requirements documentation.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Build, develop, and grow any business relationships vital to the success of the project.
- Update Win/Loss status of all projects estimated.
- Immediately following shipment review docket for accurate final data to facilitate accurate billing.

MUST HAVES:

The ideal candidate is a graduate of a Graphics Communication Management Program or has previous experience in a similar role from a commercial print or creative agency environment; you have the proven ability to manage multiple projects, trouble shoot and provide solutions. You also have demonstrated organizational skills with fantastic verbal and written communication skills and ultimately enjoy working in a fast-paced, deadline oriented environment.

DEADLINE FOR SUBMISSION: December 8, 2017

Accommodation is available for applicants with a disability. Selected applicants may request accommodation for interview