

PRINT PRODUCTION COORDINATOR

A JAM Print and Direct Marketing Production Coordinator manages campaigns throughout each stage of production including quoting, approvals and work back schedules.

Desired Skills and Experience:

- Detail oriented and organized
- Excellent written and oral communication skills
- Multi tasker
- Good listening skills
- Problem solver/resourceful
- Advertising/Marketing agency experience is an asset
- Direct Marketing and/or vendor experience an asset
- Fluent in English, spoken and written; French is an asset

Key Responsibilities:

- Liaising with creative and account teams to ensure that projects are running smoothly and on time
- Communicating with vendor partners to maintain production deliverables
- Fostering positive internal and external relationships
- Developing a thorough understanding of print production and Direct Mail best practices.
- Ensuring all internal departments has all necessary information, materials and elements in a timely manner

Optimal Traits:

- Proactive approach to production service
- A team player. A positive attitude takes you places
- Focused on every last detail because you get the big picture
- Eager to question things. There is opportunity in questions
- Accountable, even when that means highlighting a mistake
- Eager to make those around you better
- Always up for a challenge
- Passionate about marketing

How to apply:

Please send your cover letter and resume to Tuyet and Jennifer at tuyet@jamdirect.ca and jnicholson@jamdirect.ca.

JAM stands for "Justify and Measure" and it's our mantra for everything we do in Digital and Direct Marketing. So if you're looking for justified programs with measured results, you've come to the right place.

9+ Years in business.

JAM started in 2007 with a simple vision; be the best at what you do, deliver quantifiable results, and above all else, put the client first. Over 9 years later, that vision is still going strong.

100% Committed to delivering measurable marketing campaigns.

We are one-to-one communication experts with roots in Direct Response Marketing. What does that mean for our clients? We've got the rigor and discipline to deliver quantifiable results.

300+ Digital projects completed last year.

Working with direct response principles, we re-engineered emails to perform harder, created microsites that drove sales, and used innovative thinking to generate likes on Facebook.

45,000,000+ DM pieces produced last year.

From matrix-driven programs with hundreds of versions to hand-delivered door hangers that got the phones ringing, we made it happen. Not surprising when you consider our knack for innovative thinking, rigorous quality control and always keeping the client's best interests in mind.

100 + smart people who care about the work.

Our in-house team of Direct and Digital experts share a genuine commitment to the work. And it shows. Not just in our creative or our continued efforts to deliver more cost-effective solutions, but in the results we get our clients.

