



Print Production Coordinator

West Star Printing is commercial printing company located in Toronto. We are a full service printing company housed in a state-of-the-art 150,000 sq ft facility. We offer Web Offset, Sheetfed Offset, Full Service Bindery, Digital, Prepress services.

POSITION SUMMARY

Print Production Coordinator will be responsible for taking orders from customers, create docket, follow the order through the entire production cycle till completion.

RESPONSIBILITIES

- customer service, communication and telephone skills
- professional attitude and team oriented
- problem solving skills and task oriented; ability to work with minimal supervision
- Estimate materials and labour required for production
- Co-ordinate activities with warehouse and production units
- Monitor production progress
- Compile worksheets and specifications of orders
- Prepare and maintain progress and other reports
- computer skills, ability to work with print management software

QUALIFICATIONS:

Graduate of a Graphic Communication Management Program or has previous experience in a similar role. Professional attitude and team oriented. Time management skills; ability to prioritize and multi-task within a fast-paced environment

CONTACT INFORMATION

submit resumes to Fayaz Jaffer at fayaz@west-star.com



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