



CJ GRAPHICS
COMMUNICATION SOLUTIONS

Jr. Digital Production Coordinator

Location: Mississauga, ON

Status: Full Time

Responsibilities:

- Work closely with sales and some clients to produce their Large Format 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
- Developing a thorough understanding of print production
- Communicate to internal departments in a timely fashion all the specifications and revisions necessary to produce the job
- Set up parcel post shipping with Canada Post
- Deal with multiple dockets on a daily basis
- Order stock when necessary and follow up with suppliers
- Get quotes from multiple suppliers for tabs to ensure we get the best price
- Approve and email PDF invoices to various clients
- Co-ordinate with bindery people what needs to be done
- ordered supplies from various companies
- Write quote sheets and send to estimating
- Liaise with clients through various stages of production
- Proof multiple print jobs – adjust colours / trapping etc
- Other duties as required



UTILIZING
WIND POWER
TECHNOLOGY



The mark of
responsible forestry

Qualifications:

- Experience or knowledge of digital, large format, or Lithography printing procedures an asset
- Strong attention to detail
- Commitment, reliability and a positive attitude are essential
- Ability to work weekends an asset

Please send resumes to: Nekeshia@cjgraphics.com

C.J. Graphics is an equal opportunity employer and are 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.

CJ Graphics Inc.

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