

## JOB DESCRIPTION



**INTERESTED APPLICANTS PLEASE SEND YOUR RESUME TO  
CASSANDRA\_FERRARO@ATANTIC.CA\***

### **JUNIOR ART DEPARTMENT COORDINATOR**

Reporting to the Art Department Manager, this position is responsible for planning, scheduling and prioritizing the work flow adhering to the 8 hour service goal. In addition to these administrative duties serves as a liaison between the Art Department, Production, Die Mounting, Sales and Customer Service. Regularly confers with the Department Manager to determine the progress of work and the day to day department operations.

#### **Responsibilities:**

- Answer telephone calls and respond to emails promptly and efficiently
- Collaborate with internal customers/departments to ensure quality and consistency and that prepress guidelines and requirements are fulfilled
- Check newly entered orders for completion, log any errors found on submitted forms and obtain any missing information
- Gather all information used in each order to assist artists in timely completion
- Assist administrative staff with obtaining steel die quotes, design files and die reference numbers to facilitate steel die orders are sent to Atlantic suppliers in a timely fashion
- Create purchase orders for various suppliers when necessary
- Assign newly received and booked-in orders to artists based on priority sequence, to ensure 8 hour turnaround time is maintained and urgent orders are addressed immediately
- Provide quotation to customer for cost of print dies
- Assist in the direct training of new hires or coordination of department personnel for this purpose.
- Able to carry-out the same normal duties as an Artist when required
- Work safely, report hazards and unsafe conditions, take all reasonable measures to protect themselves and their co-workers
- Work in compliance with the responsibilities as outlined in the Ontario Occupational Health & Safety Act and the Industrial Regulations and with the Company's safe practices and procedures
- Other duties or special projects as assigned

#### **Qualifications:**

- Knowledge of Macintosh platform, proficient in Adobe Illustrator, Esko tools, Degree/Certificate in Graphic Design would be an asset
- Problem solving, substrate and flexo printing process knowledge, some knowledge of steel rule die an asset, acute attention to detail and accuracy, customer driven, good communicator, excellent organizational and time management skills, adhere to deadlines, good problem -solving skills
- Minimum 3 year's experience

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### Competencies:

**Customer Focus** - Personally demonstrates that external and internal customers are a high priority. Identifies customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can adversely affect the customer. Keeps customers informed about the status of pending actions and audits customer satisfaction with products or services.

**Decision Quality** - Gathers enough information to allow a pragmatic assessment of risks and benefits of alternative approaches in any decision. Stays focused on objectives and considers both the short-term and longer-term impact of decisions and keeps objectives in mind throughout the process. Communicates the impact and implications of decisions. Completes the appropriate level of due diligence required to make a quick, accurate decision.

**Drive for Results** - Achieves results within established timelines. Understands and demonstrates that intentions, activities and results are not the same. Pursues everything with energy, drive, and a need to finish; does not give up before finishing, even in the face of resistance or setbacks; consistently challenges self and others for results.

**Leadership** - The expectation of leadership is not reserved solely for only those who are in positions of authority, but from all employees. They demonstrate high integrity and are motivated by wanting to make a real difference to people by delivering a high quality service for their customer and the organization. In positions of authority they: invest in development for the right people and identify and develop future leaders, and coach and provide candid feedback to others. They are visible and they model behaviours, competencies and values expected and inspire others to undertake challenging tasks and projects.

**Teamwork** - Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfill any commitments made to others on the team. Ensures the right stakeholders are informed and involved where necessary. Is ready to “roll up their sleeves” as necessary.

**Think and Act like an owner** - Thinks and cares about the organization like an owner. Commits to and upholds organizational values, and core behaviours even under difficult circumstances. Demonstrates a strong sense of responsibility and dedication to the success of the organization. Takes appropriate risks, holds self and others accountable for measurable, high-quality, timely, and cost-effective results and openly raises a challenge even if others don't.