



JOB POSTING

DATE POSTED: JUNE 18, 2018

POSTING #: 2018-49

SENIOR DIGITAL PRINT PRODUCTION OPERATOR AND FINISHER (CONTRACT, 6 MONTHS)

The Senior Digital Print Production Operator and Finisher contributes to the success of Eva's Initiatives Social Enterprise through responsibility to high-quality digital print and finishing production and by assisting with production planning and upholding the highest standard for customer service.

The position must maintain a high level of professionalism at all times and is responsible for developing positive relationships with all Eva's Phoenix Print Shop stakeholders. This is a leadership role in the shop that requires quick-thinking and problem-solving while maintaining an environment of calm when deadlines are looming. Junior staff in the shop and Eva's youth training cohorts will look to you for supervision and guidance

This position reports to the Print Shop Manager and is located at [Eva's Phoenix, The Print Shop: 60 Brant Street, Toronto, ON.](#)

RESPONSIBILITIES

- ◆ Day-to day production in Phoenix Print Shop's digital pre-press, print & finishing operations, using Adobe Creative Suite, Xerox Digital Presses, Wide Format Printers and finishing equipment including a Guillotine Cutter, Creaser, Folder, Bookletmaker.
- ◆ Ensure workflow efficiency & quality standards are maintained in production as set by the PSM.
- ◆ Help to create & maintain a high-level of organization both in the Shop & storage areas.
- ◆ Participate in improving efficiency, quality standards and customer satisfaction.
- ◆ Keep current with technological developments in digital pre-press, technology, software applications, print and finishing operations.
- ◆ Communicate professionally with customers and maintain a high degree of customer satisfaction.
- ◆ Professionally handle customer job inquiries.
- ◆ Work with Google Domain Apps, Microsoft Office 365, and Phoenix Print Shop's Estimating Program
- ◆ Responsible for effectively gathering necessary information for preparation of basic estimates.
- ◆ Docket preparation, reading and execution.
- ◆ Support management of print shop in absence of PSM.
- ◆ Participate in overall activities of the shelter & the organization, e.g., In-Service training,
- ◆ Participate in Eva's Initiatives commitment to becoming a discrimination free shelter.

- Communicate clearly, listen actively, be open to feedback, handle conflict appropriately, and display sensitivity to others.
- Collaborate well with others, promote cooperation and teamwork.
- Maintain the reputation and confidentiality of the shelter and its clients at all times.
- Follow all Eva's Initiatives, Eva's Phoenix and Phoenix Print Shop Policies and Procedures.

QUALIFICATIONS

- College diploma in Graphic Communications, or similar program
- Minimum 5 years print industry related experience including production background in digital pre-press, print and finishing
- Very High Proficiency with iMac based Adobe Creative Suite and colour management software.
- Demonstrated experience operating digital press and ripping software.
- Experience operating finishing equipment, including but not limited to, Guillotine Paper Cutters, Digital Creasers, Folders, Bookletmakers and saddle-stitcher.
- Colour Management experience an asset
- Willing and able to learn and/or perform basic administrative skills.
- Current Safety training.

APPLY

Submit a cover letter and resume in one document by **July 6, 2018** to careers@evas.ca. Be sure to indicate **Print Shop 2018-49** in the title. No phone calls, please.

In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage applicants from equity seeking groups to apply.

Documents must be sent in PDF Format. Any other documents will not be reviewed, thank you.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's Initiatives for Homeless Youth

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