



# *Provincial Job Description*

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**TITLE:**  
**(205) Printing Services Coordinator**

**PAY BAND:**  
**13**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Responsible for all operations involved in the design and production of printed forms.**

**QUALIFICATIONS:**

- ◆ **Graphic Art Production, Generalist certificate**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Intermediate computer skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

**EXPERIENCE:**

- ◆ **Previous: Nine (9) months previous experience working in a printing operation.**

## ***KEY ACTIVITIES:***

### **A. Production and Finishing**

- ◆ Operates offset printing press (e.g., water and ink-based).
- ◆ Uses a wide variety of paper products with various printing characteristics.
- ◆ Repairs and maintains all equipment.
- ◆ Binds and finishes printed materials (e.g., drills holes, pads forms, cuts and trims forms, collates, staples, trims, and applies two-sided tape).
- ◆ Makes plates and changes chemicals.

### **B. Development / Revisions of Original Forms**

- ◆ Creates and revises forms based on client input and request.
- ◆ Operates Desktop Publishing computer programs.
- ◆ Scans logos/photos and incorporates them into printed materials (e.g., posters, brochures and annual report covers).
- ◆ Maintains hand-written/computer copies of all forms printed.
- ◆ Coordinates provincial standards for forms used consistently across the province.
- ◆ Ensures appropriate individuals have approved changes, (e.g., Laboratory Group Purchase).

### **C. Inventory**

- ◆ Orders paper, ink and supplies.
- ◆ Negotiates pricing for paper products (e.g., groups, regions).
- ◆ Checks invoices, codes and authorizes payment for purchases.
- ◆ Negotiates/purchases off-site work for procedures not done on-site (e.g., perforating and numbering).
- ◆ Evaluates usage of NISS forms and ensures adequate inventory.
- ◆ Canvases all hospitals in Saskatchewan annually and takes orders.
- ◆ Coordinates the tendering of forms.
- ◆ Maintains inventory of forms produced.
- ◆ Distributes printed materials and ensures facilities are invoiced.
- ◆ Develops pricing policies and revises price lists.

**D. Customer Service / Relations and Supervision**

- ◆ **Receives all phone, fax and mail orders.**
- ◆ **Organizes production priorities.**
- ◆ **Gathers and packages forms for shipping.**
- ◆ **Tracks orders and billing.**
- ◆ **Processes returns and initiates credits.**
- ◆ **Communicates with customers regarding type and quantity of form(s) required.**
- ◆ **Orientates and trains staff.**
- ◆ **Supervises off-set printer operator.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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