

Provincial Job Description

TITLE: PAY BAND:

(205) Printing Services Coordinator 13

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

♦ Graphic Communications diploma

KNOWLEDGE, SKILLS & ABILITIES:

- **♦ Intermediate computer skills**
- **♦** Communication skills
- ♦ Organizational skills
- **♦** Interpersonal skills
- **♦** Leadership skills
- **♦** Ability to work independently

EXPERIENCE:

♦ <u>Previous</u>: Nine (9) months previous experience working in a printing operation.

KEY ACTIVITIES:

A. <u>Production and Finishing</u>

- **♦** Operates equipment.
- ♦ Utilizes paper products based on printing requirements.
- **♦** Repairs and maintains equipment.
- ♦ Binds and finishes printed materials.

B. <u>Development / Revisions of Original Forms</u>

- **♦** Creates and revises forms.
- **♦** Performs desktop publishing.

C. <u>Inventory</u>

- ♦ Orders equipment and supplies.
- ♦ Maintains inventory of forms produced and procured.

D. Customer Service / Relations and Supervision

- **♦** Receives product orders.
- **♦** Organizes production priorities.
- Gathers and packages forms for shipping.
- ♦ Communicates with customers regarding type and quantity of form(s) required.
- **♦** Trains staff.
- ♦ Provides limited direction to other print shop staff.

	al details considered necessary to describe the princip	al
	nstrued as a detailed description of all related work e job.	ui
functions of the job and shall not be coassignments that may be inherent to the Validating Signatures:		
assignments that may be inherent to th		
assignments that may be inherent to th Validating Signatures:	e job.	