



Provincial Job Description

TITLE:
(205) Printing Services Coordinator

PAY BAND:
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:

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

KEY ACTIVITIES:

A. Production and Finishing

- ◆ Operates offset printing press.
- ◆ Utilizes paper products based on printing requirements.
- ◆ Repairs and maintains equipment.
- ◆ Binds and finishes printed materials.
- ◆ Makes plates and changes chemicals.

B. Development / Revisions of Original Forms

- ◆ Creates and revises forms.
- ◆ Performs desktop publishing.

C. Inventory

- ◆ Orders equipment and supplies.
- ◆ Negotiates pricing for paper products.
- ◆ Checks invoices, codes and authorizes payment for purchases.
- ◆ Negotiates/purchases off-site work.
- ◆ Maintains inventory of forms produced.
- ◆ Distributes printed materials and ensures users are invoiced.
- ◆ Develops pricing policies and revises price lists.

D. Customer Service / Relations and Supervision

- ◆ Receives product 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.
- ◆ Trains staff.
- ◆ Provides limited direction to other print shop staff.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 10, 2018