



JOB PROFILE

Date: October 12, 2018
Position: Production Coordinator – Digital Print

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and sales associates in Burnaby, Victoria, Seattle and San Francisco. For more information, please visit www.hemlock.com.

We have an immediate job opening as a Production Coordinator to join our Customer Service Team. The position is fulltime – Monday to Friday and is focussed on successful project management and customer support for Hemlock’s Digital Print activities.

The successful candidate would have a minimum three years of relevant industry experience and/or related post-secondary education.

Other requirements for this position include:

- Excellent written and verbal communication skills
- Ability to manage simple and complex projects under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Ability to work cooperatively as a team member
- Experience and proficiency in Word and Excel
- Experience in printing industry MIS software is an asset
- Strong customer service skills

Core responsibilities:

- Create detailed project plans for digital print projects
- Act as primary contact (internally and externally) ensuring customer needs are met
- Co-ordinate materials and 3rd party suppliers as required
- Ensure project stays within estimated scope and manage change costs as required
- Support other Customer Service team members to balance and manage workload
- Participate and support in continuous improvement and the development of best practices within and across department

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote PRODUCTION COORDINATOR, DIGITAL PRINT in the email subject line. We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.