



JOB PROFILE

Date: February 20, 2020
Position: Enterprise Solutions – Web-to-Print Coordinator
Status: Temporary Full Time for approximately 1 Year with the possibility of extension
Shift: Monday – Friday
Hours: 7.5 Hours/Day
Location: Main Plant – Burnaby

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

We have an opening for a WEB-TO-PRINT COORDINATOR to join our Enterprise Solutions Department. This position is responsible for implementing and maintaining Hemlock's suite of web-to-print solutions with the aim of simplifying, streamlining and adding value to the customer experience.

Core Responsibilities:

- Programming and implementation of customized online order sites
- Liaise with Enterprise CSRs for all clients serviced through Hemlock Enterprise Team
- Handle sales or customer inquiries relating to new and existing sites
- Provide training and support to internal staff on the use of our web-to-print solutions
- Communicate with digital planning team on daily basis
- Create variable templates for current clients, new initiatives, and assist with template programming for variable data print jobs using XMPie uDirect
- Production workflow setup and maintenance using PressWise
- Assist in the creation of demonstration sites and additional training tools/materials
- Support a transition to a PrintVis/uStore integrated solution

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Supervisor or Manager are expected to be performed.

Skills & Qualifications:

- Excellent in MS Office Suite (advanced knowledge of Outlook, Word, Excel and Teams)
- Working understanding of online order platforms (e.g. XMPie, Magento, Shopify, WooCommerce)
- Familiarity with web coding (HTML, CSS, XML, CMS and JavaScript) and Adobe Creative Suite including InDesign, Illustrator and Photoshop
- Ability to multi-task, effectively manage priorities and move efficiently between different responsibilities
- Strong written and oral communication skills
- Strong organizational skills & ability to handle multiple priorities

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote ENTERPRISE SOLUTIONS – WEB-TO- PRINT COORDINATOR in the email subject line. Links will not be accepted. We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.