

**Annan & Bird Lithographers
Job Description Form**

Position Title: Production Coordinator –Full Time Position Tristar
Position Title Location

Reports To: VP Sales
Position Title

Send Resume to: mikepillo@annan-bird.com

Overall Objective: To Coordinate effectively and expeditiously print orders, from digital files to printed product.

Primary Working Relationships: Customers, Sales Reps, Digital Staff, Pressroom & Finishing Staff.

Major Duties/Outcomes:

- Receive digital files, prepare digital docket, and ensure proofs are delivered on time
- Review incoming proofs, update production and forward to digital for plating
- Communicate with Customers and Sales Reps about concerns and changes as required
- Prepare sheeting order and production docket
- Advise Customers and Sales Reps on job status daily
- Advise Customers and Sales on extra costs and receiving an approval
- Respond to Customers phone calls and email promptly
- Job plan meeting with Digital and Press Manager on concerns before job is plated
- Update Production Manager on concerns and issues, ensuring customer satisfaction
- Assist other CSR's to expedite production as needed.
- Ensure self and others work in a safe possible way, reporting injuries, occurrences or near misses to Supervisors
- Ensure that all the required personnel protective equipment is worn at all times and in the required areas
- Keep work area neat and tidy
- Other related duties as required.

Primary Job Requirements: (Skill, Education, Experience, etc.)

- Post secondary graduate from a recognize printing program
- Grade XII and five years printing experience
- Computer literate
- Good verbal and written communication skills
- Able to work well under pressure in a Team
- Detail oriented and good organizational skills

Job Description Completed By: Mike Pillo VP Sales May 9, 2022
Name Title Date