



Founded over 30 years ago, BD Print is a trade sheetfed offset print, bindery and folding carton manufacturing company. Our company offers superior expertise, top-quality print products, and hands-on customer service. We are looking for a passionate project co-ordinator to join our growing and dynamic team. This individual is high-energy, positive, friendly and graceful in a fast-paced office environment. This candidate should showcase strong verbal and written communication skills and organization skills as an individual and in a team dynamic to enhance customer experience and foster a supportive and innovative work environment. This role will present opportunities for growth within the organization suitable to your goals for success and excellence.

We currently have an exciting opportunity as a Full-time **Project Co-ordinator!**

This role is based at our office in Scarborough, and reports to the Office/ Senior Account Manager. Working hours are Monday to Friday from 9AM- 5PM.

### **Job Summary**

We are currently looking for Project Co-ordinator to handle customer queries, process job orders, and coordinate with the Graphics/ Production/ Purchasing/ Accounting team to ensure timely and accurate delivery of printing jobs and customer billing.

### **Responsibilities**

- Interact and engage with clients in-person and or via email and phone.
- Verify order specifications against quote to ensure accurate pricing upon order placement,
- Open new orders with full understanding of the project requirements and deadlines.
- Entering and processing received orders into the print management system accurately and in a timely manner.
- Coordinate with a sense of urgency with relevant department personnel throughout project life cycle including purchasing, prepress, production, fulfilment and shipping to ensure successful and timely completion of projects.
- Provide print production solutions to meet project and client expectations
- Manage and investigate customer complaints; proactively problem solves to achieve win-win scenarios.
- Communicates in a timely manner with customers with accurate information pertaining to projects
- Perform clerical and other office support tasks as needed (preparing completed dockets for accounts receivable to invoice.
- Maintaining customer information in QuickBooks and workflow system.

## Requirements, Skills and Experience

- Friendly, professional and confident communication skills, both verbal and written
- Strong interpersonal skills and able to work well in high-stress, fast-paced, and dynamic team environment
- Excellent time management skills and detail-oriented with ability to prioritize and multitask
- Passion for problem solving and thrives with grace to overcome challenges
- Personal accountability to complete task at hand regardless of setbacks or difficulties
- Embodies a positive attitude and a high level of trust, integrity, motivation and drive
- Proficient in the use of Microsoft Outlook, Word, Excel
- Bonus: Knowledge / Experience in print production is an asset

## What We Offer:

- Competitive wages based on experience.
- Potential for growth and personal development.
- Casual and friendly office environment.
- Work within a stable business (essential service).
- Onsite parking & TTC accessible.

## How To Apply:

- Send resume to [bdprinthr@gmail.com](mailto:bdprinthr@gmail.com)

To learn more about us, please visit: <https://www.bdprint.com/about-us/>

**We thank all applicants for their interest, but only those selected for interview will be contacted.**

*BD Graphics & Printing is committed to providing accommodations for people with disabilities throughout the recruitment process and, upon request, will work with qualified job applicants to provide suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability. Accommodation requests are available to candidates taking part in all aspects of the selection process for BD Graphics & Printing jobs. To request an accommodation, please contact HR at Best Deal Graphics & Printing*