

JOB DESCRIPTION

Position Title: Junior Producer – Online Orders
Reports To: General Manager
Position Type: Full-Time Employment

Resource Integrated Ltd. was founded in 2004 with a vision to develop business-building ideas with impact. Collectively, our team of industry experts have continuously pushed the limits of what's possible to produce outstanding results for our clients. Through our diverse service offering, sure-handed project management and fastidious attention to detail, we have grown productive partnerships with some of Canada's most respected names in retail. No matter the project requirement, we've grown our reputation on bending time, shoe-stringing budgets and anticipating client needs before those needs even come to light. As our business evolves, we are looking to add to our team with individuals who can live the out-of-the-box thinking, ingenuity, and a bespoke approach our clients need. As a member of our team, you will have an unquenchable thirst for product innovation and take the spirit of integration in our company name to heart. We care SO much about our team, we have a fantastic culture dedicated to work-life-balance, you'll want to be a part of a fun, fast paced collaborative team! Work with a small, highly competent team whose members share your high sense of commitment. Competitive compensation and benefits package available.

The team at Resource Integrated has a depth of knowledge to deliver whole solutions for **design, print, retail fixtures and displays, logistics and installations, and data driven communications**. We follow an omni-channel approach where you can rely on innovative and cost-effective solutions that fit perfectly with your strategic goals.

POSITION OVERVIEW:

A self-motivated professional with a passion for production and operations management. Skills must include but are not limited to, knowledge of a manufacturing and production environment, estimating, purchasing and production coordinating at

various levels within several traditional print mediums, fleet graphics or custom displays. The candidate should have a proven track record of improving production, process and quality controls. This individual must carry a strong interest in manufacturing and should have the ability to develop and implement procedures that increase productivity and efficiency in the manufacturing process and be able to cope well under pressure within a fast-paced environment. The successful candidate is an effective communicator at all levels of an organization who possesses strong leadership, analytical, problem solving, interpersonal, decision-making and team building skills.

RESPONSIBILITIES / EFFORTS / WORKING CONDITIONS:

- Liaise between multiple vendors from design agencies to manufacturers and installers to ensure a seamless process from planning and development to implementation
- Excellent verbal and written communications with the ability to represent RI in a professional manner
- Provide exceptional service – professional, knowledgeable, timely, detail-oriented and accurate
- Create critical path documents and track and manage production job flow
- Ability to multitask and react quickly to sudden changes in direction
- Procure and manage substrate materials, samples, and mock-ups for projects as required
- Manage client dockets with proper documentation in an organized fashion
- Ensure flawless execution on each project from conception through to delivery
- Accura System Manager – manage all projects through Accura system – as required by the business
- Verde OMS Manager – manage all projects through Verde OMS system – as required by the business
- Intelocate Software – manage all installation projects through Intelocate software as required
- Oversee and manage all incoming orders as they relate to online ordering systems including but not limited to Ivalua, RI Shop sites, Verde Shop sites, and external Client sites on-going basis
- Print management of products including but not limited to business cards, envelopes, vehicle graphics, fabric panels, visual merchandising display items and other graphic items

- Display management of products including but not limited to Verde fastframe system non-illuminated aluminum frames, illuminated frames and custom display exhibit products. (tents, flags etc.)
- Facilitates logistics and distribution of Mobile security brackets
- Manage Storage dockets for final invoicing as required
- Ensure that product is well packaged and acceptable for the end user
- Ensure that product is delivered on time and on budget
- Background in print estimating, purchasing and/or production coordination, an asset
- Develop and maintain workback schedules
- Develop and manage supplier workflow processes and relationships, with client interaction as required
- Provide input for ongoing improvements to process to management
- Development and maintenance of budgets for assigned projects
- Manage schedules to ensure on-time delivery of projects
- Implement a quality assurance system to minimize any potential challenges
- Provide a summary of information to the Client Service Team and to the Managing Director for ongoing improvement
- Continually source and explore different methods/suppliers of different formats and products to exceed client expectations
- Perform other duties as required by the Managing Director

QUALIFICATIONS / SKILLS REQUIRED:

- Proficient in the use of MS Word and Excel, Adobe CS software, including InDesign and other design programs
- Solid understanding of design principles and a keen eye for attention to details
- Good oral, written and interpersonal communication skills
- Must be a Team player and work with all levels of management
- Must maintain strong work ethic and positive attitude with all staff
- Well organized and a multi-tasked oriented professional with a commitment to delivering excellent customer service
- Post Secondary Education in Graphic Arts along with 2 years experience an asset
- Minimum 2 year practical Graphic and Printing Equipment Operation experience an asset

Please email responses to: bret@ri007.ca