



SinaLite is a family owned business which has been operating since 1999. What started as a small 1,200 square-foot print shop which operated a single small AB-Dick printer has blossomed into a company of 140+ employees, containing several million dollars worth of printing equipment, and achieving a yearly sales revenue of 50+ million with over 20,000+ customers across North America.

We are continuing to rapidly grow, opening up a new production facility and expanding further into new product categories. A job with SinaLite does not just mean a biweekly cheque and a benefits package. A career with SinaLite means an opportunity to be a part of a massive growth opportunity for both yourself, and the organization.

Why Your Role Matters:

Sinalite is in search of a Production Coordinator in packaging, a pivotal bridge between our sales and production departments. In this essential role, you will manage all client-related production activities, ensuring seamless translation of sales objectives into actionable production strategies.

Production:

- Address and resolve any printing-related challenges that may emerge, working closely with technicians for swift solutions.
- Suggesting necessary revisions
- Guarantee optimal manufacturing processes, ensuring timely deliveries while maintaining the highest quality standards.
- Oversee all client-related production activities, translating sales objectives seamlessly into actionable production strategies.
- Evaluate client files for production feasibility, discerning any constraints, and suggest necessary revisions to ensure optimal product creation.

- Oversee stock levels and inventory management, ensuring resources are always available for production needs.
- Other Duties as assigned.

Customer Service:

- Collaborating closely with the Sales Team.
- Coordinating with the client services team to meet or surpass client expectations.
- Reviewing client files to discern production constraints
- Cultivating and enhancing client relationships.
- Effectively handling customer accounts.
- Understand and anticipate client needs to ensure the best production outcomes.
- Arranging meetings and proficiently handling orders.
- Promptly addressing file-related matters and ensuring timely updates.
- Address customer inquiries proficiently and ensure all concerns are resolved promptly.
- Other Duties as assigned.

Sales and Marketing:

- Being the backbone of Customer Sales support.
- Leading the way in introducing new product offerings.
- Executing successful sales tactics.
- Partnering on innovative marketing campaigns.
- Other Duties as assigned.

Qualifications:

- Post Secondary Diploma or Degree.
- 3+ years of experience in related field, specifically in the print sector
- Knowledge of digital and offset printing.
- Demonstrated expertise in order tracking and management.
- Sales, customer service, or printing/graphic arts experience.
- Interpersonal skills, positivity, and teamwork.
- Good math skills.
- Exceptional attention to detail, problem-solving.

If you are interesting in this position you can apply on the company website at:

<https://can232.dayforcehcm.com/CandidatePortal/en-CA/sinalite/Posting/View/121>