



## Job Description | Project Coordinator

Proprint Services is a full-service POS & Packaging print solution company. For over 35 years we've been elevating brands & products across North America. Our Focus is Retail Packaging, In-Store Point of Purchase Displays, Retail & E-Commerce Print Solutions. We offer creative & structural services from conceptual development, graphic design & prepress. Print Production: litho, large format litho, digital printing, die-cutting, full finishing facility, kitting & full distribution.

### Project Coordinator

Primary internal account contact working closely with the sales team and all internal teams. Manage various stages of POS Displays / Packaging related print projects from inception to completion. Understand the job requirements and their specifications. Submit & manage RFQs / pricing, briefings, design requests, shipping & billing. Send out formal quotations, processing orders & working closely with sales representative(s) & all teams. Follow through with prepress, estimating & production daily to maintain communication and production flow. Manage, communicate, and maintain timelines on all projects. Manage & check prepress proofs, PDFs, samples, die-lines etc. Maintain status updates of projects daily. Work with internal groups as applicable to resolve any challenges and/or quality control concerns.

### Qualifications

3-5 years print production experience with POS (Point of Sale) display & packaging, prepress, print & finishing (digital/litho).  
Graphic Communication (GCM GRAD), CPPP or Print Production Education / Knowledge  
Photoshop and Illustrator experience, not mandatory  
Previous experience in project management /customer service, internal sales, production, or other related fields.  
Ability to work in face paced environment continually prioritizing and multi-tasking.  
Strong organizational & attention to detail skills.  
Excellent written and verbal communication skills.  
Ability to build rapport with clients & internal teams.  
Adaptability and flexibility to deal with various requirements in a short period of time.  
Positive and professional demeanor.

*INTERESTED APPLICANTS PLEASE EMAIL: ANNA@PROPRINTSERVICES.COM*



What  
We  
Stand  
For

Our **customer-first** strategy is what matters most:  
We make customers happy.

We are **brand partners** and **problem-solvers**.

For over 30 years we've been **elevating brands & products** across North America.

We are **proud** of what we do and how we do it.

We have produced projects & campaigns for **Canada's most notable brands**.

Our **creativity, passion** for what we do, and **excitement** of our day-to-day work is what drives us.

We have everything our customers need **under one roof**.

We are **honest, transparent** and **competitive** in the marketplace.