

## JOB DESCRIPTION

**Position Title:** LARGE FORMAT PRINT AND FINISHING LEAD  
**Reports To:** DIRECTOR OF OPERATIONS  
**Position Type:** FULL TIME

**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.

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### POSITION OVERVIEW:

We are seeking a proactive, high-performance person to work alongside the Client Service and Production Team. The Large Format Print and Finishing Lead oversees the production and finishing of a range of printed materials, as well as the storage and dispatch of a wide range of goods.

He/She ensures productivity targets are met and maintains a computerized administration system of these targets. This position ensures all CSA policies and procedures are followed including workplace health and safety requirements. The Large Format Print and Finishing Lead is responsible for providing guidance and direction to all warehouse support staff. The Large Format Print and Finishing Lead is responsible for the coordination of projects scheduled for production in the warehouse. You are part of the production team. This position will require you to be driven, self-motivated and goal oriented.

This candidate should have experience in operating large format printing and finishing equipment. Essentially, you are technically driven.

### **CORE COMPETENCIES**

- Results Oriented
- Analytical Thinker
- Problem Solver
- Product Quality
- Leadership
- Planning and Organizational skills

### **KEY RESPONSIBILITIES:**

- Evaluate and schedule print and finishing jobs to maximize output and product quality
- Receive job docket and execute print & finishing of the job as described in the docket
- Understand and work with internal production software to read job specifications and requirements
- Understand and communicate job-related information clearly and concisely.
- Troubleshoot problems that occur during job submission or the printing process
- Participate in all areas of printing and finishing operations as needed
- Apply knowledge of pre-press processes to be able to recognize problems and suggest possible solutions
- Kitting of projects on a docket-by-docket basis with instructions from Production
- Proper packaging of completed jobs for shipping
- Ensure flawless execution on each project through to delivery
- Continuously look for new ways to improve and streamline processes while maintaining a strong focus on quality

- Troubleshoot and correct problems during the print and/or finishing process as they arise
- Manage levels of supplies and ensure that adequate stocks are maintained including; media, inks, replacement parts for the machines, paper, etc
- Minor maintenance include cleaning, replenishing consumables, replacing filters, and waste containers.
- Manage equipment issues with vendors or internally as required
- Perform regular maintenance of equipment and monitor all aspects of equipment mechanical operations
- Maintain safe working conditions in the warehouse with regard to machinery, as well as chemicals and materials used
- Maintain and clean warehouse daily/weekly, coordinate quarterly cleanup of warehouse floors
- Ability to multi-task and react quickly to sudden changes in direction for multiple projects at any given time
- Willingness to be a cross functional employee that can work with multiple teams within the organization to achieve success
- Perform other duties and special projects as assigned by Management and/or the production team

#### **SKILLS & REQUIREMENTS:**

- Minimum of 5 years work experience within print industry or similar
- All around handy person
- Post-Secondary Education
- Team player with a positive attitude
- Able to manage time and production schedules
- Proactive approach to production service
- Proficient in the use of MS Office – Excel, Word
- Advanced reading, writing and arithmetic skills required
- Knowledge of Health & Safety requirements of warehouse and ability to implement appropriately
- Knowledge of prepress systems and relevant applications
- Proficient knowledge in dispatching freight and/or prior experience is required
- Knowledge of installation an asset
- Previous experience operating a reach truck and scissor lift
- Certification on reach truck an asset
- Must be flexible with work schedule if need be, self-motivated and able to work alone

- Ability to multi-task and react quickly to sudden changes in direction for multiple projects at any given time
- Valid G Ontario Driver's License with a clean abstract

**WORKING CONDITIONS:**

- Manual dexterity required to operate controls, adjust equipment
- Lifting or moving up to 35lbs may be required
- Standing for extended period of time

If you are interested in this role, please send your resume to [job@ri007.ca](mailto:job@ri007.ca)