



## Production Coordinator

At Bond we design creative and innovative solutions for our clients, all with the goal of helping them build ever-stronger loyalty to their brands. That can take us in some pretty amazing directions, and as a Production Coordinator you'll have your hands on the wheel as we drive the future of loyalty. So take a moment to ask yourself this: Do you love print projects? Are you looking for an opportunity to use your education and expand your knowledge? Yes? Good. This could be a great opportunity for you. And us!

### A typical day in this role might include

- Organize, plan, and coordinate all assigned print and/or digital projects (such as but not limited to: print, printed collateral, direct mail and email campaigns, website builds, as per established processes)
- Assist in the preparation of supplier pricing on a project basis
- Doing quality control of production lives to ensure the data is accurate
- Manage and prioritize project elements as assigned by the Producers and ensure that all deliverables, deadlines and budgets are met
- Manage project communications, ensuring that any issues, scope changes that impact the project are documented and addressed with the Producer immediately
- Assist in the teams' weekly financial management – POs, timesheet entries, etc.
- Participate in Supplier evaluations/Supplier sourcing
- Stay current with industry trends in order to source new, innovative ways to effectively produce client deliverables
- Adhere to all company and corporate policies

### As our Production Coordinator, you have:

- Excellent negotiating, organizing and planning skills with ability to multitask
- Project management experience is beneficial
- Ability to multitask is a requirement
- Demonstrated knowledge of print production
- Knowledge of digital is an advantage
- Attention to detail & demonstrated commitment to the accuracy and completeness of information
- The ability to handle numerous accounts simultaneously with excellent organizational skills
- Excellent customer focus, interpersonal and written communication skills
- Ability to proactively anticipate obstacles and create solutions for risk management
- Must possess a strong work ethic and thrive in a fast-paced dynamic work environment
- Excellent Word, Excel, and Oracle capabilities
- Certificate or diploma from industry related Community College and/or University
- Agency experience is an asset, but not required



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### Do these statements describe you?

- When I work on a project, big or small, I'm driven by two words: Own it
- I'm big into asking questions and am always looking for new ways to grow
- Want to learn about new print processes and deliverables
- Enjoy collaborating with a team on a clients needs
- Have a can do attitude on sorting out unique event material

### Why Join us?

Bond is proudly recognized as a Great Place to Work and a Best Managed Company for the third year in a row.

We're 400(ish) people working tirelessly together to make the world a more loyal place. You'll be joining a hyper-talented team with a galaxy of skillsets ranging from research to creative to digital and beyond. You'll have an excellent opportunity to grow, learn and make an impact as we tackle some of our client's biggest business challenges.

If you're looking to build your career, build your skills and build bonds apply today!

At Bond, we are proud to be a diverse organization and we are committed to building and fostering an environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to truly create equal opportunity and positive employment experiences for everyone. We encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and people with intersectional identities.

### How to apply:

Send resumes to [Deepika.Patrao@bondbrandloyalty.com](mailto:Deepika.Patrao@bondbrandloyalty.com)