

# YOU BELONG HERE

## PRINT PRODUCTION PLANNING SPECIALIST

Apply by: **MAY 31, 2022**

**LoweMartin**

### ABOUT US

Lowe-Martin is a privately owned corporation that has been in continuous operation since 1908.

We provide innovative, integrated + progressive communication solutions centered around print.

Some of the most popular services we provide include; Direct Mail, Large Format, Digital + Security Printing, eCommerce + Direct + Multichannel Marketing Solutions.

At Lowe-Martin, we focus on sustainable growth, exceptional performance +

**AWESOME CUSTOMER SERVICE!**



### ABOUT YOU

The ideal candidate is a graduate of a **Graphics Communication Management Program** or has previous experience in a similar role from a commercial print or creative agency environment and is familiar with print terminology and practices; you have the proven ability to manage multiple projects, trouble shoot and provide solutions.

You also have demonstrated organizational skills with fantastic verbal and written communication skills and ultimately enjoy working in a fast-paced, deadline oriented environment.



### ABOUT THE ROLE

As a natural born coordinator, you will be responsible for planning, executing and finalizing assigned projects by acquiring resources and with the support of the Sales Executive, coordinating the efforts of clients, team members, suppliers/vendors.

Essentially, you will define the project objectives, create docket and oversee the production and quality control throughout the cycle of each of your assigned jobs including final compilation.

You will monitor status on all dockets to ensure they are manufactured within estimate requirements, are on track with operational work flows and that jobs are on target to meet deadlines.

Accommodation is available for applicants with a disability. Selected applicants may request accommodation for interview.



## SOUND LIKE YOU BELONG HERE ?

We'd love for you to send us your resume! →

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