

# J O B O P E N I N G

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## Front Office Support / CSR / Bindery / Production

Allegra Kingston is a full-service graphic design, print and business solutions company located at 1149 Clyde Court in Kingston's west end.

We have a full-time opportunity for a solution-oriented individual with a strong work ethic & organizational, problem solving and interpersonal skills. A working knowledge of Adobe Creative Suite (InDesign, Illustrator, Acrobat Pro) and MS Office will be an asset.

Primary responsibilities will be in four core areas. You must have experience in at least one of the following to apply:

- 1) Digital Print Production
- 2) Bindery/Finishing Skills and/or a handy/manual skillset with great attention to detail.
- 3) Front Office Support (client walk-ins/email/answering phone)
- 4) Estimating using an estimating/billing software.

Digital Print Production: experiencing running digital production machinery such as Xerox, Ricoh or similar technology.

Bindery/Finishing Skills: experience with cutting, booklet making/stitching, laminating, mounting, packaging, and/or generally skilled with great attention to detail.

Front Office Support: experience with face-to-face client interactions (walk-in support or client meetings), phone call and email support. In general, communicating and collaborating with clients will be part of your duties.

Estimating: experience working with an estimating/billing software will be an asset.

You must also be willing to put forth the effort to learn and grow in your profession. We provide support and training opportunities as they become available, but you will be expected to solve problems as they arise. The successful applicant will be a team player, highly organized, dependable, demonstrated strong attention to detail, impressive work ethic and able to meet tight timelines in a fast-paced deadline-oriented environment.

This is a full-time position, and the hourly rate is negotiable and will be based on experience. Other duties will be assigned from time to time. A benefits program will be available to the candidate who successfully completes the probation period.

We pride ourselves on our friendly, supportive, casual work environment and team atmosphere. Please note only qualified candidates will be contacted.

Please email your resume to [ron@allegrakingston.ca](mailto:ron@allegrakingston.ca)

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