

## JOB DESCRIPTION

**Position Title:** LARGE FORMAT PRINT & FINISHING SPECIALIST  
**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 Specialist works on 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 works with a computerized administration system to track productivity targets. The Large Format Print and Finishing Specialist 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 must 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
- Planning and Organizational skills

### **KEY RESPONSIBILITIES:**

- Assist in the evaluation and scheduling of 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
- Troubleshoot problems that occur during job submission or the printing process
- Participate in all areas of printing and finishing operations as needed
- Kitting of projects on a docket-by-docket basis with instructions from Production
- Inspect finished work for quality, accuracy, count, and sizes
- Proper packaging of completed jobs for shipping
- Ensure flawless execution on each project through to delivery
- Troubleshoot and correct problems during the print and/or finishing process as they arise
- Minor maintenance include cleaning, replenishing consumables, replacing filters, and waste containers.
- Report equipment issues to Lead
- Follow all protocols for safe working conditions in the warehouse, with regard to machinery, as well as chemicals and materials used
- Assist in the maintenance and cleaning of warehouse daily/weekly, as well as 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 1 year 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 prepress systems and relevant applications an asset
- Knowledge of installation an asset
- Proficient knowledge in shipping, receiving, and logistics
- 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)