

Print Producer

CV Studio

Etobicoke, ON

\$43,000 a year - Full-time, Permanent

Contact: Will Chan wchan@cvstudio.com

Benefits

Casual dress

Dental care

Disability insurance

Extended health care

Life insurance

On-site parking

Paid time off

Vision care

About us

CV Studio Inc.

Since opening our doors in 1997, CV Studio has grown from burning files onto film as a simple prepress company, to a company offering a multitude of graphic solutions. We specialize in large format and digital printing, offset printing, custom cutting, mounting and lamination, graphic installations and display fabrication. We have a strong and knowledgeable team with many years of experience, focused on achieving the best results while providing the best in customer service.

Job Description

The primary responsibility of the Print Producer is to develop cost estimates on routine and complex jobs as required by customer's request, manage the production process of the project from start to finish. He or she will be reporting to account managers in the custom manufacturing of our clients' print work. The candidate must be able to interact and successfully complete projects with/through account managers and the production manager.

Responsibilities include, but are not limited to:

Project Planning and Estimating

- Analyze documentation to prepare time, cost, materials, and labour estimates with the best production plan for a project.
- Evaluate all methods available for producing a job and provide quotes based on the most efficient and economical method, revising as needed before production
- Plan jobs using a variety of substrates and printing methods
- Develop knowledge of materials available and recommend cost-saving opportunities.

- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
- Consult with account managers, vendors, and colleagues in other departments to discuss other production possibilities
- Utilize estimating software to provide quotes to account managers
- Advise and provide direction and support to employees trying to determine specifications on a project.
- Contact customers as needed to communicate job specifications and confirmation on quotes

Project Management

- Manage the production process from quote to shipping
- Process distribution lists from clients and relays the information to the production team
- Review files and proofs with the prepress team to ensure all files match specifications and address any discrepancies
- Enter job specifications onto the production schedule
- Communicate with production manager to ensure production timelines are met
- Working with fulfillment and shipping team to arrange for timely delivery

Job Requirements

- Ideally, experience in printing or related fields
- Strong math, computer, and analytical skills.
- Ability to work well under tight deadlines for projects of various size and scope.
- Positive “can do” customer focus and attitude.
- Flexible schedules to accommodate workload
- Possesses strong communication, problem-solving, organizational and multi-tasking skills
- Enjoys working collaboratively with cross-functional teams in a fast-paced creative environment
- Ability to commute to the office, located at Kipling and 401

Licence/Certification:

- Driver's License (preferred)