



**Role: Client Services Specialist**

**Location: Burlington location**

**Type: Full-time, Permanent (2 Positions available)**

The Client Services Specialist will follow job through the entire production process. As the primary account contact, you will be liaising with clients, agencies and internal departments from start to finish on all projects. From assisting with creative development to complete work back schedules and following up with job analyses after completion as needed. You will review all instructions, QC all letter copy and print proofs, review audits and coordinate data file transfers. You will also be required to establish and maintain quality control standards and check points to ensure work is completed according to standards and customer specifications.

Working experience prepares you for this challenge, as well as effective interpersonal and communication skills and a strong desire to succeed. You have an eye for detail, the ability to remain calm in the midst of chaos and a passion for delivering great work and meaningful results.

***The successful candidate will have...***

- Business and/or technical education or background related to Print.
- A minimum three years; experience in production/account management, fulfillment and Litho and Digital print
- Able to multi task, capable of managing many projects and priorities simultaneously with consistency
- A broad understanding of print industry practices, including print Litho printing, digital printing, pre-press and on-press quality control.
- A champion of "process", strong data reporting and problem-solving skills, clear and direct communication both oral and written, proven negotiator with impeccable organizational skills and attention to detail, the ability to make sense of the abstract, and to raise the bar to set new standards
- Proficient PC platform computer skills with knowledge of all Microsoft Office applications
- The ability to enable cooperation with all levels of internal and external contacts, strong sense of urgency and the ability to work well under pressure and meet deadlines
- Well-developed analytical and problem-solving competencies with strong initiative, sound judgment, and decisiveness

Please send resume to Andrea Street at [astreet@datacm.com](mailto:astreet@datacm.com)

Data Communications Management Corporation is committed to equal employment opportunity, employs and does not discriminate against all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by applicable federal and provincial laws. We invite resumes from all qualified applicants. Should you require any accommodation throughout the recruitment and selection process, please inform human resources so that we can ensure your equal participation.

***DCM would like to thank all applicants, however only those candidates qualified will be contacted.***