

Our Sunday Visitor

Date Posted: October 30, 2009

Job Title: **Production Print Agent**

Job Summary:

Incumbent's primary function is to ensure a smooth production work flow in the Curriculum Division. The incumbent is responsible for coordinating and completing purchasing for the Curriculum Division. Job will primarily consist of transferring data to predetermined systems and vendors, on a schedule determined by forecasting.

Essential Job Functions (*=Non-essential tasks):

- Assist and work as a team with the Production Manger to oversee all production processes in the Curriculum Division
- Monitor and ensure quality of production processes both internally and externally
- Communicate with printing vendors
- Complete and distribute purchase orders
- Transferring data to systems and vendor based on forecasting schedule
- Requesting quotes and bid analysis
- * Other duties as required

Requirements:

Experience:

- Knowledge of printing processes is essential
- 3-5 years of printing production experience or inventory management experience
- Proven experience as a Team lead in print production or inventory management
- Understanding of virtual tickets and ACS
- Proven experience with lead time for production reasons and for inventory management purposes

Education:

- Bachelors degree in Business or related field of study.

Skills and Abilities:

- Excellent verbal and written communication
- Must maintain confidentiality; some pre-release content not for public consumption such as new products and redesigned publications
- Basic knowledge of print production terminology
- Keyboarding skills/Data entry
- Skills with human relations are important as the incumbent may work closely with various department heads and other personnel frequently
- Organizational skills to handle multiple tasks
- Proven time management skills

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).