



District School Board of Niagara invites applications for the following position:

PRINTING SERVICES COORDINATOR

Reporting to the Manager, Communications and Public Relations, the Printing Services Coordinator is responsible for overseeing the day-to-day operation of the Printing Services Department.

The Coordinator plans, organizes, and monitors the flow of printed materials and products in Printing Services. This includes implementing production schedules, confirming product specifications, monitoring projecting quality, overseeing staff and ensuring deadlines are met.

Other duties include managing the financial aspects of the department, providing excellent customer service to both internal and external clients, managing inventory and controls of stock and equipment, calculating printing and production costs for clients, coordinating product and service needs with third party suppliers and sub-contractors, and ensuring that the physical plant is running well and maintained.

Qualifications:

- At least three years' experience working in an in-house printing operation, preferably in a school board environment
- Expertise with a variety of printing processes, including packaging and bindery
- Experience overseeing staff
- Exemplary customer service skills
- A minimum Grade 12 education; College Diploma preferred
- Experience working with LEAN systems for inventory controls, costing and processing
- Proficiency with BAS and ordering paper products and related supplies
- Experience with general bookkeeping principles, techniques and procedures
- Demonstrated proficiency with Adobe Creative Suites
- Proficiency in spelling, punctuation and grammatical usage, excellent communication skills

This is a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive wage rate (\$50,139 to \$59,692 per annum) and a comprehensive benefits package.

Applications including cover letter, resume, and three professional references must be submitted via email to careers@dsbn.org, by September 30, 2016 at 4:00 p.m.

Please reference Printing Services Coordinator in the subject line.

Applicants are thanked for making known their interest in working for the District School Board of Niagara. Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.

Warren Hoshizaki
Director of Education

Dale Robinson
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.