

## JOB POSTING DETAILS

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|--------------------|--|---------------------|--------------|
| <b>Employer</b>    | 547573 Ontario Limited (N1 Solutions Inc.) (N1 Solutions Inc.) | <b>Job Type</b>     | RI           |
| <b>Job Title</b>   | Print Production Assistant                                     | <b>Duration</b>     | Full Time    |
| <b>ES Job ID</b>   | 12672  | <b>Location</b>     | NA           |
| <b>Date Posted</b> | May 17, 2022   | <b>Closing Date</b> | May 27, 2022 |

### Job Overview - Description & Duties

Job Title: Print Production Assistant

Job Type: Permanent, Full Time (35 hours per week)

# of Positions: 1

Superior Business Solutions (SBS) is looking for an independent and motivated individual to join our team in the role of Print Production Assistant in the Sault Ste Marie area.

Reporting to the Graphics Designer, the Print Production Assistant is a hands-on position responsible for working with cross-functional groups within the organization to support clients. The Print Production Assistant will assist with various production finishing tasks

In the role of Print Production Assistant , your key duties and responsibilities include:

- Assist in running production printers making sure that customer orders are completed in a timely fashion.
- Perform bindery work, which may include paper cutting, booking binding, scoring, perforating, laminating, and padding.
- Assist with finishing tasks including folding, inserting, stamping, sorting, and collating customer orders.
- Maintain an orderly and clean work area including emptying production waste containers on a regular basis
- Assist in the design and layout of various marketing materials using programs within the Adobe Creative Cloud such as InDesign, Illustrator, Photoshop, and Microsoft Office programs such as PowerPoint, Word, and Excel
- Correctly processing print orders and checking files and receiving approval for print
- Answer phones and assist with customer service inquiries.

### Required Skills

- This position requires a minimum High School Diploma or equivalent;
- Excellent customer service; Strong ability to multitask effectively and able to remain focused and organized under pressure.
- Quick learner with basic knowledge of Adobe, CorelDRAW and Microsoft Office products. Ability to work well independently or in a team environment.
- Excellent attention to detail and effective communication skills. Customer-oriented and cool-tempered

### Other Requirements

NA

### How to Apply

Apply online or send in your resume to [hiring@n1solutions.ca](mailto:hiring@n1solutions.ca) by May 27,2022 at 4:00 p.m. Please quote the job title.

Superior Business Solutions is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Individuals requiring accommodation during the application and/or the

interview process should contact Human Resources as soon as possible to make appropriate arrangements. Only those who qualify for an interview will be contacted. An offer of employment will be conditional upon an acceptable vulnerable sector records check.