

Color Ad Packaging is a Winnipeg based leading producer of quality commercial packaging products.

We are currently hiring a **Graphics Coordinator**.

### **POSITION OBJECTIVE**

Reporting to the Manager of Graphics. The Graphics Coordinator works directly with the Senior Graphics Coordinators to ensure artwork and specification are completed accurately and to the customer's and internal specifications. Graphics Coordinator will also work on establishing die lines and other technical information as required.

### **RESPONSIBILITY**

- Working with both Gravure and Flexographic Print Process.
- Ensure Printing specification are reviewed for accuracy before the packages are released to the floor.
- Review and Create Technical die lines and other technical information as required.
- Communication with external suppliers and client as required.
- Promote teamwork, cooperation, and effective communication within the department and Company.
- Interact with all levels of the operations.
- Other duties as necessary assigned by Graphics Manager.

### **QUALIFICATIONS**

- The successful candidate will have Grade 12 diploma or equivalent and 1-2 years previous experience in printing desired; experience in a manufacturing environment is preferred.
- Proficient with Adobe Acrobat and Adobe illustrator and Microsoft Applications.
- Ability to deal effectively with all levels of the organization.
- Working within tight time restraints and availability to work extra time when required.
- Must demonstrate flexibility and openness to change.
- Good interpersonal, communication (verbal and written), and organizational skills.
- Other combinations of education, experience, knowledge, and skills will be considered.

### **PHYSICAL CAPABILITIES**

- Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment.

### **COLOR AD - GREAT COMPANY - GREAT FUTURE!**

Color Ad offers a competitive wage and benefits package in a Clean & Safe Equal Opportunity Workplace.