



JOB POSTING

PRODUCTION COORDINATOR

Incorporated in Winnipeg in 1982, LightVisions has grown to become a leader in the Large Format Digital Printing industry in Western Canada. We have accomplished this by providing our customers with innovation, flexibility, quality products, and outstanding customer service and we are well positioned for continued future growth.

We are looking for a Production Coordinator for a full-time position in our Customer Service department.

This position is responsible for a variety of duties to contribute to the efficient operation of the company which include:

- Close working relationships with customers over the phone, email, and in person.
- Works closely with Sales and internal production staff- take and give detailed instructions.
- Writes up, reviews, and coordinates the production of customer printed materials with precise production instructions and distributes to all departments
- Attends daily production meetings
- Monitors and follows jobs to completion to ensure the timely delivery of quality products.

We are looking for a professional with the following demonstrated abilities and skills:

- Well spoken, friendly, and customer service orientated
- Organized, analytical, and able to multi-task and set priorities
- Keen attention to detail and understands the importance of a deadline.
- A good grasp of excellent customer service.
- Having related print/design industry experience would be essential.

If you are interested in this position, please submit your resume and cover letter for consideration to karen@lightvisions.ca.

We thank all candidates for their interest, however, only those individuals selected for interviews will be contacted. At LightVisions, we are committed to diversity and equal opportunity for all individuals.