

# Printing and Pre Press

## Andora

August 19, 2025

**Job Title:** Print production co-ordinator

**Location:** Queensway and Islington

**Type of employment:** Full time

**Summary of responsibilities:** Working in conjunction with the senior print production manager and senior estimator you will interact with suppliers to facilitate the execution of a variety of premium print projects. You will be responsible for producing and tracking purchase orders for a wide variety of items with numerous suppliers including, paper merchants, printers, binderies, couriers/shippers. In addition, you will also communicate with clients requesting information and apprising them of their project status.  
You will reconcile costs against estimates for those jobs that you manage.

**Qualifications:** Graduate of the TMU GCM program. 1 to 2 years' experience in an industry related position is preferred.  
You must be able to communicate clearly and effectively both on the phone and in written communication.

**Salary:** Negotiable based on experience/qualifications. Benefits included.

**Contact:** Please send resumes to: Stan Morantz <[stan@andoragraphics.com](mailto:stan@andoragraphics.com)>

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