



JOIN OUR DYNAMIC TEAM AS A PRINT PROJECT COORDINATOR IN MISSISSAUGA!

At Lowe-Martin, you'll work on prestigious projects for some of the most recognizable organizations in Canada. You'll enjoy a collaborative work environment that's healthy, safe and inclusive. We offer competitive pay and benefits packages and provide opportunities for professional growth and continuous learning.

WHO ARE WE?

Lowe-Martin provides innovative communication solutions that help our customers improve their communications and reduce their cost of doing business. We're a privately owned company that has been in operation since 1908. Our focus on sustainable growth has earned us recognition as the "Most Progressive Printer in Canada." Our customers value our exceptional performance and awesome customer service.

POSITION SUMMARY:

The role of the Print Project Coordinator is to plan, execute and finalize assigned projects encompassing all aspects of print and finishing. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or suppliers to deliver projects according to plan. The Print Project Coordinator will also define the project's objectives and oversee quality control throughout its life cycle including the final compilation, and monitoring of entered data for accurate invoicing.

EDUCATION:

University degree, college diploma, certificate in project management or equivalent work experience.

EXPERIENCE / KNOWLEDGE:

- Three years direct work experience in a project management capacity in a commercial print environment or creative agency.
- Familiarity with project management software.
- Proficient understanding of Microsoft Office including MS Access, Excel and Word.
- Technically competent with various software programs and computers in general.

To learn more about Lowe-Martin and apply for positions please visit us at: LMGroup.com/careers

Lowe-Martin is an equal opportunity employer. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act. Let us know how we can accommodate you to participate in the recruitment process.