



Print Production Specialist

Our mission is to provide a secure, valuable, and sustainable workplace retirement solutions for Canadians. At CAAT, we live our values of integrity, impact, and teamwork every day.

The Print Production Specialist is integral to the success of the Office Services team, and to CAAT's guiding mission and growth strategy.

This role will be responsible for overseeing day-to-day operations of print production, ensuring timely communication with both internal stakeholders and external vendors. You will manage print projects from start to finish, including planning, production, kitting, and shipping, while providing technical expertise on print production equipment and software.

Please note that this is an on-site role requiring presence at our office located in downtown Toronto, Monday through Friday.

We are looking for someone with:

- A college diploma or university degree in a related field.
- A minimum of three years' progressive experience in print production, with a strong understanding of print production equipment and software.
- Proficiency in Adobe Creative Suite (InDesign, Illustrator), Adobe Acrobat Pro, and Microsoft Office (Word, Excel, Outlook).
- Experience with print workflow software (e.g., PlanetPress) for manipulating design files.
- Hands-on experience with digital front-end production equipment, including the Xerox digital press (Fiery System, Fiery Compose), Pitney Bowes inserters, mailing machines, and professional paper cutters.
- Ability to manage and maintain print production equipment, corporate printers, and supplies.
- Strong project management skills, with the ability to coordinate and prioritize print production tasks to meet deadlines while ensuring quality and timely delivery.
- Experience liaising with external print vendors and coordinating outsourced projects.
- Understanding of departmental costs and experience in preparing cost analyses for budget purposes, with the ability to recommend cost-effective solutions without compromising quality.
- Experience managing print service contracts, including overseeing renewals and recommending alternative service providers when necessary.
- Proficiency in maintaining departmental intranet sites (SharePoint) and reporting metrics, with the ability to propose enhancements for reporting systems.

The successful candidate will demonstrate:

- Strong communication skills to liaise effectively with both internal and external stakeholders.
- Strong organizational and multitasking abilities to manage high-volume workloads and tight deadlines.
- A proactive approach to problem-solving and process improvement.
- A customer-oriented mindset, offering creative and efficient print solutions.
- Self-motivation with the ability to work independently and take initiative.

Once here you will:

- Oversee daily operations within the print production team, ensuring efficient execution of print projects from start to finish.
- Liaise with internal and external stakeholders to clarify project requirements and coordinate outsourced print projects.
- Manipulate design files using print workflow software and ensure quality control during the printing process.
- Manage the print production schedule, applying project management skills to meet tight deadlines.
- Provide recommendations for in-house printing solutions and improvements to production processes and equipment.
- Prepare cost analyses to support budgeting and assist in maintaining contract renewals with vendors.
- Maintain and manage all print production equipment, corporate printers, and supplies.
- Perform administrative duties, including maintaining the departmental SharePoint site, reviewing invoices, and reporting departmental metrics.

Step into CAAT - where your work is both rewarding and meaningful, growth is a constant, fun is the way we roll, and your impact is real! If you meet most of the criteria above, we would love to connect with you.

If you are interested in this opportunity, please submit your resume to rsingh@caatpension.ca, referencing "Print Production Specialist" in the subject line.

Our commitment to you as a CAATster:

We're about growing together and creating impact in a collaborative and caring environment!

- **Comprehensive & Holistic Care:** Your dedication deserves appreciation! At CAAT, we celebrate the complete you, prioritizing your well-being above all. Our all-encompassing employee programs are designed to cater to every aspect of your life and well-being, ensuring you feel cherished and valued. We provide a competitive Total Rewards program based around your physical, mental, and financial wellness. This includes, but is not limited to, your compensation, paid time off, health and dental benefits, wellness programs, wellness incentives, and (of course) a defined benefit pension plan.
- **Growth Opportunities:** Embrace a vibrant, ever-evolving environment at CAAT, where growth is not just a goal, but our way of life! We're expanding and transforming constantly, which means endless opportunities for you to adapt, innovate, and learn. As we grow, so do you. Let's make a difference together!
- **A Culture of Collaboration and Fun:** We're a team that works, grows, and celebrates together. At CAAT, you belong to a collaborative, inclusive and lively environment that sparks creativity and fosters open communication.
- **Making a Difference, Together:** We're on a mission to secure a better future for Canadians. Your meaningful contributions go beyond the workplace, touching lives and making a significant societal impact. Work that truly counts!

But don't just take our word for it! We've consistently been recognized as one of **Canada's Most Admired Corporate Cultures**, as one of **Greater Toronto's Top Employers**, and one of the **Best Places to Work**.

Learn more about us by visiting www.caatpension.ca/careers

Diversity, Equity, Inclusion, and Belonging:

Diversity, Equity, Inclusion, and Belonging (DEIB) at CAAT means we respect and value the broadest range of experiences, geographies, gender, ethnicities, backgrounds, and perspectives as key elements of our culture. Our vision is to provide an environment where employees can bring their best, professional, authentic, selves to work.

CAAT Pension Plan is an equal opportunity employer, and we will accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application processes, please contact us at hr@caatpension.ca or call Human Resources at 416-673-9000 for assistance.