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## JOB POSTING – PREPRESS COORDINATOR

Wedlock Paper Converters is a Canadian family-owned business with nearly 100 years of tradition and innovation. You've likely seen our work on store shelves and in your cupboards. We've earned the trust of tier-one brands through exceptional service and commitment.

We are dedicated to environmental stewardship, reducing waste, using fewer materials, and cutting transportation costs. Our suppliers are SFI Fiber Sourcing Procurement Certified and part of the Forest Stewardship Council.

We're seeking talented individuals to help us reach new heights. At Wedlock, you can carve your own path to success while contributing to our collective growth. Challenges along the way make the journey rewarding while we have fun along the way.

Join us as our Prepress Coordinator!

### **Position Summary:**

The Prepress Coordinator will be responsible for the complete prepress workflow of all items – from file submission to press approval in conjunction with external suppliers, customers as well as internal resources. This involves tracking and monitoring each stage of the process. The incumbent will review processes for efficiency and maximize productivity. The Prepress Coordinator must be well-organized and capable of interacting in a professional manner with both internal and external business partners. The role involves maintaining adherence to GMP/AIB, Health and Safety Standards, and company regulations across all processes and personnel.

### **Responsibilities:**

- Direct smooth existing workflow among co-workers, vendors and customers
- Log, prioritize and schedule work requests received through multiple formats (verbal, electronic or written requests), verify accuracy of information of requests
- Coordinate customer approvals and validate printing/conversion specifications
- Order input and docket tracking
- Collaborate with press operator for colour matching and press approvals
- Serves as the main day to day contact for customers, suppliers and in-house press production team, providing timely response to all inquiries
- Enter the status and design info of each project into the graphics log, monitor projects progress effectively to completion
- Maintains digital library of client graphics
- Works with Production to monitor life expectancy of plates and orders replacement plates in advance of next production run
- Receive design files from customers, forward to prepress house for preflight and proof outputs
- Request quotes from suppliers, get approvals, place orders and establish delivery timelines, coinciding with scheduled print production runs
- Set up meetings internally with press production team and QA for approval of job cards and comp key
- All other duties as assigned

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**Experience & Qualifications:**

- Certificate or Diploma in Graphic Design
- Adobe Illustrator, Photoshop, InDesign, Acrobat
- FileMaker, Macintosh OS, Windows OS, Esko Workflow, MS Office, Quark Express
- Experience in troubleshooting and pre-press file preparation
- Experience working on both PC and Mac Platforms
- Experience in Flexible Packaging an asset

**Skills & Abilities:**

- Strong time and change management skills with a reputation for punctuality and reliability.
- Collaborative attitude with the ability to interact effectively with management and colleagues.
- Excellent verbal and written communication skills.
- Knowledge of Food Safety and Health & Safety Standards.

**What We Offer:**

- Up-to two weeks paid vacation
- Defined Pension Contribution Plan with 100% Matching
- RRSP Program
- Healthcare, Health Spending Account, and Life Insurance

Learn more about us at:

- [www.linkedin.com/company/wedlock-paper-converters](http://www.linkedin.com/company/wedlock-paper-converters)
- [www.wedlockpaper.com](http://www.wedlockpaper.com)

**How to Apply:**

If you have a desire to win, are looking for a company to grow with, and feel you have the commitment, charisma and engagement we are looking for, please submit your resume to [hr@wedlockpaper.com](mailto:hr@wedlockpaper.com) with the subject line "Prepress Coordinator (TMU)".

Wedlock Paper Converters Ltd. is an equal opportunity employer and accommodates candidates with disabilities. If contacted for an interview and you require accommodation, we will work with you to support your needs.

We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted. This on-site, full-time role.

Priority will be given to:

- Internal applicants.
- Candidates with the right to work in Canada without visa sponsorship.

**Salary budget – up-to \$24-31/hour**