



## Pre-Production Associate

### Description

We're looking for a detail-oriented and motivated individual to join our Pre-Production team. In this role, you'll prepare and manage files for our proofing process before they move into production. This is an entry-level opportunity for someone interested in starting a career in Pre-Press Production or Graphic Communications Management.

### Key Responsibilities

- Receive, clean, correct, and manage data
- Prepare pre-press files for production
- Create and review customer proofs
- Collaborate with Account Managers and Graphic Designers
- Assist the production team with the successful completion of customer orders, or any other tasks as required by the COO
- Trace, import, and test handwriting fonts
- Assist with additional tasks as needed to support production operations

### Requirements

- Familiarity with Microsoft Excel and Google Sheets.
- Strong interpersonal skills and ability to work collaboratively
- Willingness and ability to learn new software and workflows
- Articulate written and verbal communication skills.
- Familiarity with graphic design tools an asset.

### Assets

- Ability to work efficiently and meet clients where they're at
- Have a creative eye
- Be adaptable to quick turnaround times
- Team player that is coachable and accepting of constructive feedback

### The Company

Postalgia is an innovative direct mail company that uses technology to empower relationship-based fundraising for nonprofits. Our flagship service is a proprietary robotic technology used to create handwritten cards and envelopes. The Company is located in Markham, Ontario, and can be found online at [www.postalgia.ink](http://www.postalgia.ink).

Interested applicants should contact [emma@postalgia.ink](mailto:emma@postalgia.ink)