



Custom BoxBuilder

May 11, 2026

Custom Box Builder Inc.
620 Supertest Rd - Units 1-4
Toronto, ON M3J 2M5

To whom it may concern,

Custom Box Builder is currently seeking a full-time Prepress Coordinator to join our team in North York, Toronto. We manufacture custom printed corrugated boxes and displays and operate in a fast-moving production environment where speed, organization, and attention to detail are essential. This role may be well suited to a strong student or recent graduate with a demonstrated interest in packaging, print production, and prepress.

Position Overview

The Prepress Coordinator will help ensure that artwork review does not become a bottleneck in moving jobs into production. The successful candidate will review incoming customer artwork, identify file issues quickly, communicate clearly with customers, correct issues within their control, and prepare approved artwork for production while considering the limitations of the press and production method being used.

Key Responsibilities

- Review incoming artwork and confirm files are suitable for production.
- Identify issues such as low resolution artwork, missing fonts, improper bleeds, sizing problems, colour inconsistencies, and artwork that does not align with dielines or production requirements.
- Communicate artwork issues to customers clearly and promptly, while resolving issues that can be corrected internally where customer alterations will take too much time or delay the process.
- Prepare, revise, and lay out approved artwork in Adobe Illustrator for production-ready use.
- Ensure artwork is designed appropriately for the specific press, print method, and production limitations of each job.
- Help move orders through the artwork approval stage quickly so production jobs can enter the queue without unnecessary delays.
- Maintain organized records, proofs, and job files.
- Coordinate with our Operations Manager to order tooling (printing plates and cutting dies) for jobs.

Qualifications

- Comfortable using Adobe Illustrator and working with PDF-based artwork files.
- Understanding of basic pre-press concepts and print production fundamentals.
- Strong organization and attention to detail.
- Resourceful problem-solver with the ability to work independently.
- Hard-working and comfortable in a fast-paced manufacturing environment.
- Strong written communication skills and professionalism when corresponding with customers.
- Interest in packaging, corrugated production, or print manufacturing is preferred.
- Minimum GPA of 3.7 preferred.
- Students and recent graduates are welcome to apply.

Compensation

This is a full-time opportunity with compensation of \$50,000 to \$60,000 depending on experience, with strong opportunities for growth.

If you know a student or recent graduate who may be a strong fit for this role, I would be pleased to connect with them.

Sincerely,

Tyler Cappell

CEO, Custom Box Builder
tyler@customboxbuilder.com
www.customboxbuilder.com