

## EMPLOYMENT OPPORTUNITY

Production Coordinator, Toronto

We are currently seeking an enthusiastic, energetic and driven team player to join our Production Sales Team as a **PRODUCTION COORDINATOR** in TORONTO

### In this role, YOUR major responsibilities will be to:

1. Provide sales support to assigned Account Managers, Production.
1. Service and coordinate current business internally for our production facility, troubleshooting and providing solutions for problems throughout the process.
2. Administer the job throughout the process, utilizing OUTFRONT Media customized docket program.
3. Place sublet work within a list of approved suppliers, monitoring job status and negotiating pricing and delivery.
4. Gather information from internal and external sources required at all stages of the sales process.
5. Support the Account Manager during absences, becoming the primary customer contact as required.
6. Make multiple contacts with internal and external customers.
7. Stay current with emerging trends and provides input on issues or concerns as they relate to the position.
8. Perform other administrative functions and related duties as assigned.

### YOU possess

- Secondary education or equivalent, with a diploma or degree in a graphic arts program. A degree from a Graphic Communications Management program is an asset.
- A minimum of 2 years of direct work experience as a coordinator in a print production plant environment.
- Good administrative skills with knowledge of office procedures and advertising and sales process.
- Effective planning, prioritization, organization, multi-tasking and time management skills to meet deadlines and changing priorities.
- Excellent communication and customer service skills with the ability to interact in a professional and effective manner with internal and external customers.
- Proven team player who is both nimble and flexible.
- Strong working knowledge of current graphics software programs.
- Proficient with MS Office, particularly in Excel
- Strong working knowledge of Adobe Acrobat Pro is an asset.
- Bilingualism an asset

Candidates should submit their resume to Human Resources by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca) by Monday, August 26<sup>th</sup>, 2019.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*