



JOB POSTING

PRODUCTION SPECIALIST

Location: Central Office, 675 Cochrane Drive, Suite 710, East Tower, Markham ON, L3R 0B8

Wage: Schedule 1 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wages per week: \$1,394.59 (start rate) - \$1,551.50 (twenty-year rate)

The Workers Health and Safety Centre (WHSC) requires a full-time Production Specialist in our Production Department to assist in efforts to provide high-quality occupational health and safety training services.

More information about WHSC can be found at <https://www.whsc.on.ca/Home>

Applications will be accepted until **4:30pm, Friday, June 27, 2025**. If interested, please contact careers@whsc.on.ca

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Required Experience:

- Experience operating in a digital high-volume production environment.
- Experience operating Challenger Drill and Challenger Cutter.
- Thorough knowledge of digital print and bindery/finishing functions.

Required Knowledge and Qualifications:

- Demonstrated understanding of digital file management.
- Demonstrated understanding of Microsoft Customer Relationship Manager (MS CRM).
- Demonstrated understanding of marketing tools and production process such as promotional design and swag.
- General knowledge of sublimation printing, experience with operating sublimation printing tools and devices is desired.
- Thorough knowledge of digital print and bindery/finishing functions such as drill, cutter, folder, laminator.

Required Knowledge and Qualifications (cont.):

- Operating digital production equipment such as Xerox Nuveras 120 and 144, Bourg Perfect Binder (off-line and on-line), Bourg Booklet Maker, Bourg BPM (sheet preparation module), Digital Colour Copier system, Mimaki or equivalent Plotter, Silhouette or equivalent cutter.
- Keyboarding and Windows Office environment PC skills including Microsoft Office 365 and Microsoft Teams, experience with Microsoft Forms and Microsoft Sharepoint is desired.
- Basic knowledge of prepress functions including file manipulation applications such as Adobe Acrobat and Illustrator, Xerox Freeflow Suite and EFI Fiery (Electronics for Imaging).
- Very punctual.
- Excellent communication skills both verbal and written.
- Competency in the ability to perform multiple functional tasks in a high-volume print and production environment with the ability to change priorities as needed in order to meet demands.
- Maintain a high level of client-care demonstrating a friendly and cooperative attitude in a high volume, production environment adhering to procedure guidelines.
- Ability to effectively work individually as well in a team environment to achieve goals in on-time deliveries.
- Ability to lift up to 35 pounds.
- Attention to detail with the will to perform job functions accurately and effectively.

Responsibilities and Duties:

- Review and verify print request specifications, including special instructions based on submitted information contained in the print request submission.
- Determine that all materials and supplies needed to fulfill orders are available to enable full production.
- Follow established work instructions and processes for every step in production process
- Monitor quality of both work-in-process and completed materials at each step of production process.
- Set up and operate production equipment to promote maximum efficiency while producing quality materials according to order specifications.
- Receive inquiries and incoming calls.
- Perform general office/administrative duties including photocopying and filing.
- Maintain a clean and organized work area at all times.
- Operate the shipping/receiving/printing portion MS CRM required to print shipping documents, print orders and control inventory.
- Operate the Purolator shipping/receiving/tracking courier system.
- Print, pick and ship materials and equipment as required by MS CRM course and miscellaneous order system.
- Maintain, store and receive inventories of training materials and equipment in a neat and orderly fashion.
- Paper handling, stacking and loading.
- Cutting/drilling of materials.
- Produce and maintain all overdue return reports.
- Maintain master print materials.

Responsibilities and Duties (cont.):

- Review quality reports and action where required.
- Manage equipment returns through EZ Office Inventory.
- Maintain all course equipment in working order to ensure quality control.
- Adhere to Workers Health & Safety Centre operating processes, policies and procedures.
- Follow health and safety guidelines and utilize safe work practices.
- Perform other duties as assigned.