



Print Production Assistant Part Time Opportunity

Position Summary Promotions-Print Production, located in the UCC Building, Western University, is the Copy and Print shop owned and operated by the University Students' Council. We are currently seeking enthusiastic and talented individuals to fill a part-time Print Production position. This employee will provide file management and document troubleshooting for internal customers under the direction of department supervisors. They will be responsible for ensuring the timely production of print materials and as well as delivering exceptional customer service to ensure a superior product.

Qualifications

- **Technical Skills:** Knowledge and experience using Windows and Mac OS, all versions of Microsoft Office (MS Word, Excel, Power Point, Publisher, Outlook), Word Perfect, Adobe Acrobat Professional, print drivers (both Postscript and PCL).
- **Communication:** Strong interpersonal and written communication skills, given the need to work concurrently with a number of project stakeholders.
- **Customer Service:** Able to maintain and foster good customer relations.
- **Reliability:** Ability to work independently on projects. Excellent time management skills. Strong organizational and prioritization skills. Keeps a positive demeanor under pressure.

Position Responsibilities

- Point-of-Sale (POS) navigation
- Customer service
- Copyright enforcement
- Administrative duties (work orders, billing, POS settlement, etc.)
- Poster Patrol service
- Print production (B&W/colour printing, large format, business cards, tickets, etc.)
- Finishing services (binding)
- Scan and email

Other Considerations Must be able to work without supervision. Sitting at a computer for short periods of time. Standing at copying machines for long periods of time, working with paper cutters and binding equipment. Occasional lifting of light weights (boxes of paper). Must be prepared to work a flexible schedule including days, evenings, and the occasional weekend. Must be comfortable working in a noisy environment and working alone on occasion.