

# HONBLUE

## Job Description

**Position Title:** Job Planner

**Department:** Commercial Printing

**Status:** Full Time/Non-Exempt

**Supervision:** Works under the general supervision of the VP Print Production

**Primary Purpose:** Reviews print jobs to determine the most effective and efficient production plan. Maintains a Pre-Press proofing schedule to communicate estimated turnaround times and proof status. Collaborates with Pre-Press and Production to ensure a smooth workflow

### **Essential Duties:**

- Examine jobs from Customers prior to submission to Pre-Press to determine the most effective and efficient production plan
- Maintain a daily Pre-Press proofing schedule to communicate estimated turn around and proof status
- Coordinate print projects with Purchasing and Production to ensure that jobs can be produced on time as planned
- Communicate layout changes and project issues to the Customer, Sales and Estimator to make the necessary job revisions
- Collaborate with outside vendors to determine proper layout for jobs requiring outsourcing
- Track projects and communicate with other departments to achieve delivery dates.
- Review proofs for content, color and layout accuracy prior to submission to Customer
- Review pending projects with Sales and Production to determine our ability to produce the requested product
- Maintain notes on all job activity in our software job tracking system
- Work directly with customers to resolve issues with artwork files, layouts and proofs
- Perform other duties as assigned

### **Other Duties:**

- Assist in Pre-Press and Production departments as needed
- Keep personal work area and other work areas neat and clean

### **Working Conditions:**

- Indoors in an air conditioned environment; exposed to fumes and noise associated with normal print plant operations. Fast paced work environment with tight deadlines

**Work Hours:** Normally 8:00am – 5:00pm Monday to Friday.

Hours are subject to change.

Must work overtime, Saturdays, holidays, and weekends based on business needs

**Uniform Required:** Appropriate casual attire; covered shoes

**Equipment Used:** Desktop computer, Pre-Press proofing equipment, bindery equipment, and basic office equipment

**Physical, Mental and Communication Demands:**

- Lift 30 pounds unaided
- Stand for extended periods
- Bend, reach, squat, push, and pull
- Walk and perform work without a hand-held aid (e.g., cane).
- Discern full spectrum of colors
- Perform detailed work for extended periods with a high degree of accuracy
- Ability to work in a multi-task environment; working with minimal supervision
- Require basic reading, writing, math and problem solving skills
- Speak, understand, read and write effectively in English.
- Works in environment with process flow and procedures
- Must be able to follow instructions and safety procedures.
- Ability to meet stringent deadlines with a “can do” positive attitude
- Ability to collaborate with team members

**Skills/Knowledge:**

- Proficient computer skills using Windows OS and email applications
- Strong communication skills; greet all internal and external customers with a smile
- Friendly and helpful telephone manner
- Ability to visualize production
- Strong grasp of numbers and measurements
- Knowledge of Pre-Press applications-helpful
- Experience in print production and layouts

**Education/Training:**

- High school diploma or equivalent
- 2 years of college a plus

**Experience:** 2-3 years job related Pre-Press and print experience preferred

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE Inc. has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.