

# HONBLUE

## JOB DESCRIPTION

**Position Title:** LFG-Job Planner

**Date:** Rev October 15, 2021

**Department:** Large Format Graphics (LFG)

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

**Supervision:** Works under the general supervision of the Large Format Graphics General Manager

**Primary Purpose:** Communicate estimated turnaround times and proof status with customers. Collaborates with Pre-press operators and Production staff to ensure smooth workflow

### **Essential Duties:**

- Converts or initiates jobs from Customers and Estimator prior to submission to Pre-Press
- Maintain a daily production schedule to communicate estimated turn around and 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 and jobs 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
- Input, access and maintain all job information in the job tracking system
- Work directly with customers to resolve issues with artwork files, layouts and proofs
- Perform accurate billing and invoice processing of customer accounts
- Perform other duties as assigned

### **Other Duties:**

- Assist in Pre-Press and Production departments as needed
- Work with the sales staff to develop, improve and maintain customer relations
- 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 Large Format print plant operations. Fast paced work environment with tight deadlines

**Work Hours:** Work hours based on client needs. In the production area, hours are typically between 8:00 am to 5:00 pm, Monday – Friday. Saturdays, Sundays, holidays, and overtime as required.

**Dress Code:** 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

- Ability to climb tall ladders and operate lifts
- Walk/Climb stairs and perform work without a hand-held aid (e.g., cane)
- Ability to discern colors
- Perform detailed work for extended periods with a high degree of accuracy and attention to detail
- Ability to work in a multi-task environment; working with minimal supervision
- Organized with the ability to help organize others
- Require basic reading, writing, math and problem solving skills
- A good memory for numbers and the ability to work with multiple computer systems
- Communication may be face-to-face, by phone or email
- Speak, understand, read and write effectively in English
- Ability to meet stringent deadlines with a “can do” positive attitude
- Ability to collaborate with team members
- Must be able to follow instructions and safety procedures

**Skills/Knowledge:**

- Friendly customer service skills; greet all internal and external customers with a smile
- Friendly and helpful telephone skills
- Proficient computer skills using Windows OS, Mac and email applications
- Strong communication skills; greet all internal and external customers with a smile
- Strives to work with a high degree of accuracy with minimal supervision
- Beginning to understand and develop all phases of a project from concept to production
- Beginning to understand the use of various substrates and laminates for different prints and materials
- Basic computer skills; data entry, word processing and email
- Basic understanding of Adobe Suite, helpful
- Strives to troubleshoot problems; ability to research & recommend solutions
- Ability to juggle multiple projects simultaneously, adapt quickly to changing priorities and requirements
- Ability to complete projects on time and within budget

**Education/Training:**

- High School Diploma or equivalent required

**Experience:**

- 1-2 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 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.**