Invites applications for the following positions:

**COMPETITION NUMBER: 005**

**C.U.P.E. Local 3338 – Continuing Position**

**TECHNICIAN, GRADE 9**

**DOCUMENT SOLUTIONS**

**POSITION NUMBER: 122863**

**POSITION OUTLINE:**
Directs, guides, and monitors the day-to-day work of staff in the Production unit to ensure the smooth operation of production assets, staff resources and that all products meet customers’ quality and deadline expectations. Coordinates, organizes, reviews, prioritizes, resolves and monitors work requests and schedules as per guidelines set in Document Solutions’ standard operating processes and procedures (SOP). Liaises with customers, customer service reps, production staff, management and external vendors for specification, expediting and problem resolution daily or as required to achieve successful outcomes. Maintains a safe work environment by drafting and updating SOPs established by management team. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High School graduation and two years of post-secondary education or formal certificate/diploma in print production or graphic design.**
- **5 years of related experience.**
- **40 wpm keyboarding skill with a high degree of accuracy.**
- **Excellent knowledge of various paper stocks, weights, grains and textures.**
- **Excellent knowledge in design and color management to produce high image quality output.**
- **Excellent problem-solving and decision making skills.**
- **Excellent interpersonal, communication (verbal and written), and technical writing skills.**
- **Ability to use standard e-mail, spreadsheet, database and word processing applications at a basic level (e.g., Eudora, Excel, Filemaker Pro, Word).**
- **Ability to integrate digital print technologies for efficient production of print material.**
- **Ability to complete all levels of training for HP Indigo digital press or similar high end digital press.**
- **Ability to program and operate all finishing and bindery equipment (e.g., paper cutter, collator, perfect binder) at an intermediate level.**
- **Ability to assign and check the work of others.**
- **Ability to work independently and part of a team.**
- **Ability to exercise mature judgment, initiative and resourcefulness.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Ability to add, subtract, multiply, divide and calculate percentages.**
- **Excellent mechanical aptitude.**
- **Ability to lift up to 25 kg.**
- **Ability to work flexible hours and shifts including early mornings, evenings and weekends and/or be on call.**
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,850.23  **(BI-WEEKLY RATE: $1,850.23, ANNUAL RATE: $48,271.21)**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #005** must be received in our office by 4:30 pm on **January 8, 2018**, addressed to the attention of Monica Swanson, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

*A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)*