

## VACANCY

### **PRODUCTION CONTROLLER 185 SOLUTIONS – DURBAN**

#### **CORE PURPOSE OF THE JOB:**

To act as the link between Sale and Sales Support and all production centres ensuring the work is supplied to standard, on time and within the quoted price.

#### **KEY PERFORMANCE AREAS:**

- Ensure clear and precise instructions on job tickets
- Liaising with outwork suppliers with regard to quality and delivery
- Maintaining an excellent relationship between sales support and production
- Maintaining standards and quality of work produced
- Assess that the job has been quoted on the correct technology and liaise with sales support on rectifying the process
- Deal with costing queries in a timeous manner

#### **QUALIFICATIONS / EXPERIENCE:**

- Minimum Matric + relevant tertiary qualification
- 3 years or more in related fields i.e. Printers, Ad Agencies, Design Agencies, Marketing Agencies
- Ability to facilitate & project manage implementation & training in print
- Strong knowledge of publishing workflows and solutions

#### **BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Service driven
- 24 hour 'on call' approach
- Excellent multitasking skills
- Work in a team environment
- Customer focused, flexible, and conscientious
- Good relationship-building skills

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Thursday 20<sup>th</sup> September 2018**