

VACANCY

POP PRODUCTION CONTROLLER HIRT & CARTER – DURBAN

CORE PURPOSE OF THE JOB:

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

KEY PERFORMANCE AREAS:

- Maintain consistent flow of communication between client and Hirt & Carter
- Deal with client quote, production and invoice queries in a timeous manner
- Check that all relevant information and proofs are contained in job bag and pass through to costing
- Maintain quote log for changes in previous quotes and or pricing

QUALIFICATIONS / EXPERIENCE:

- Minimum matric with at least 3 years or more in related fields
- Knowledge of print, pre-media, large and small format digital printing, litho printing, litho and digital finishing
- Computer literacy

BEHAVIOURS & ATTRIBUTES:

- “Can do” attitude
- Team player
- Attention to detail
- Strong communication skills
- Customer focused

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria
careers@hirtandcartergroup.co.za
Closing date for applications is Friday 21st December 2018

