

VACANCY

PRODUCTION CONTROLLER HIRT & CARTER – CAPE TOWN

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:

- 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
- Assess that the job has been quoted on the correct technology and liaise with sales support on rectifying the process

QUALIFICATIONS / EXPERIENCE:

- Matric qualification with a relevant tertiary qualification with 3-4 years' experience
- Knowledge of print, pre-media, large and small format digital printing, litho printing, litho and digital finishing
- DTP or printing experience

BEHAVIOURS & ATTRIBUTES:

- Positive "Can do" attitude
- Deadline driven
- Good ability to handle pressure and stress
- Team player

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 4th January 2019

