



Offset Press Operator I

Location: Prince Philip Drive Campus - St. John's

Job Opening ID: 8875

Full-Time, Permanent

Commencing: As soon as possible

Deadline to Apply: September 22, 2017

INTERNAL POSTING

Job Information

DUTIES: The Prince Philip Drive Campus and Duplication Department performs print services for the seventeen campuses (17 campuses) and Headquarters. The incumbent operates various types of offset, duplicating and digital copier/printer equipment. Performs post press finishing work using a variety of equipment such as booklet maker, drill press, folding machine, hydraulic cutter, light table, padding press, saddle stitcher and shrink wrapper. Discusses job requirements with departmental personnel and checks work order outlines. Maintains and controls inventory of materials, supplies and machine parts. Performs and co-ordinates the maintenance and repair of equipment. Performs various administrative tasks and maintains various records.

QUALIFICATIONS: The successful applicant must have knowledge and experience working with various types of printing and post press equipment, computer software related to printing/graphics. Strong communications, analytical and organizational skills along with the ability to work under minimal supervisor and to establish and maintain effective working relationships is required. The required knowledge and skills would have been obtained through the successful completion of a Diploma in Graphic Productions Technology or Graphic Design plus a minimum of 3 years of relevant working experience. Other combination of education and experience may be considered.

SALARY: CG-E23 - \$36,363.60 - \$39,949.00 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on-line complete with resume at www.cna.nl.ca. Names of three professional references including a current supervisory reference and proof of credentials will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7229.