



Precision Record Pressing is a leading vinyl record pressing company with multiple locations in the Greater Toronto Area. We believe our growth and success can be directly attributed to the emphasis we place on service, quality, and innovation and the involvement, commitment, and enthusiasm of our employees.

We are currently looking for a **Pre-Production Coordinator** to join our **Toronto** team. This is a full-time, permanent opportunity that will act as direct support for an Account Manager and ensure coordination with other departments based on client's needs. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Act as support for Account Managers and their clients while ensuring the success of each vinyl record project, including but not limited to:
 - Organizing and vetting project information submitted by the Account Manager
 - Monitoring the progress of a project against its deadline
 - Flagging potential issues to Team Lead
 - Engage in problem solving to overcome challenges
 - Following through on missing assets to make sure the order is ready for production
 - Communicating with vendors to secure prompt deadlines for print and metalwork needed for production
 - Coordinate with various departments within the Operations group to problem solve concerns related to projects
 - Update and maintain all spreadsheets related to production tasks via Microsoft Excel, Google Business Suite, and custom company software.
 - Provide excellent customer service to our clients by ensuring we can meet high expectations for tight order turnarounds
- Other duties as assigned by Manager or designate

Physical Demands

- Sedentary, office-based role that requires the ability to operate standard office equipment.
- Position requires sitting at desk $\frac{3}{4}$ or more of day, walking short distances for less than $\frac{1}{4}$ of day.
- Substantially repetitive movements of the arms, wrists, hands and/or fingers.
- Required to have visual acuity to perform activities including but not limited to analyzing data and figures, viewing a computer screen, extensive reading.

Requirements/Qualifications

- Minimum 1 year of administrative/project coordination experience required
- Minimum 1 year of customer service with high profile accounts
- Proficient in Microsoft Office and Google Business Suite
- Strong self-initiative and work ethic with a drive to achieve sustainable results
- An analytical thinker with strong problem-solving skills
- Excellent written and verbal communication skills
- Strong attention to detail
- Ability to work in a fast-paced, team based environment with shifting priorities
- Demonstrated commitment to accuracy, efficiency, organization and managing multiple projects while meeting departmental goals and deadlines

As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check, at their own expense, prior to start date.

We thank you in advance for your application, however only successful candidates will be contacted.

Precision Record Pressing is committed to and supports diversity and inclusion practices. We will accommodate any needs under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through the application and/or recruitment process, please contact hr@precisionpressing.com to allow opportunity for appropriate accommodations to be made.

AI Use: We use artificial intelligence screening tools to help assess all applications against job requirements for initial application screening. All shortlisted candidates are reviewed by hiring personnel.

Role Transparency: This posting is for existing vacancies. Shortlisted applicants may be kept on file for future vacancies.