



## Production and Admin Coordinator

We're on the lookout for a Production and Admin Coordinator whose attention to detail is par with their ability to thrive in fast-paced environments. This role will provide support to both Origin's clients and to Origin's internal team. The ideal candidate will be incredibly well organized, have excellent written communication skills, be able to execute a project plan, and manage the workflow of a busy production department. If you're a big picture person with an eagle's eye for pixels, we want to hear from you.

### Job Details

**Job Title:** Production and Admin Coordinator

**Direct Report:** Resource Manager

**Position:** Full-time position

**Salary:** \$30,000 to \$40,000

### Benefits

**Vacation:** 2 weeks paid per year, plus paid non-stat days between Dec. 25 and Jan. 1

**Recreation:** \$500 recreation credit in first two years, up to \$1000 in third year

**Health:** HUB Health Trust of \$500 per year

**Training:** \$500 per year in training (symposium, conferences, classes or other)

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#### Whistler

201-1002 Lynham Road  
Whistler, BC V0N 1B1  
604-932-8482

#### Montréal

55 Mont-Royal Ouest #603  
Montréal, QC H2T 2s6  
514-842-5252

## Qualifications

- 1-2 years of experience as a Coordinator in an advertising or marketing agency
- 1-2 years of experience in client management/client communication
- 1-2 years of experience in print production coordination

## Responsibilities

### Production coordination

- Assist the production team in all daily administrative tasks
- Work in partnership with Origin's production design team to deliver production jobs on time.
- Gather and assemble background information and/or specification and media specification documents for project execution purposes
- Coordinate all production design projects, working with the account managers
- Create task and project requests for Production jobs
- Liaise with the Resource Manager to execute project schedules on large production jobs, using available internal and freelance resources and communicate requirements for external resources to meet the production design department's demand
- Communicate clearly and efficiently on budgets, timeline, and other requirements to all our production clients.
- Quickly and accurately organize change orders when necessary
- Effectively assess project "estimates" with the help of the production department.
- Clearly communicate with Account Managers and clients about the current status of all jobs in progress, and any issues affecting job quality, due dates and costs to AMs.
- Maintain quality control on all client projects, through diligent proofing for all projects, as requested.
- Help administer the activity of the production department including billing, job set-up and daily clean up of all online tools
- Keep Resource manager informed of any department needs leading to its improvement
- Maintain all in-house client files (digital and physical assets), archiving and server maintenance.
- Participate in the constant evolution and improvement of the production department
- Meeting preparation (booking rooms, creating agendas, material prep, set-up)

- Meeting participation (taking notes, following agenda) and contact reports (follow-ups, next steps)

### **Admin coordination**

- Administrative assistance to the office manager
- Handle paperwork and maintain files on all of the client's activities, their competitors and the industry; maintain client correspondence files, sample binders, approvals, copy, forms/documents, supplies for daily processing and tracking of account service work, etc.
- Archive client jobs on server (weekly)
- Empty Origin ftp sites (weekly)
- Order office supplies
- Order couriers
- Office maintenance – coordinating handymen, contractors, movers, etc when required
- Primary contact for all IT suppliers.
- Keeping various Origin resource documents up to date
  - Salary range document (based on annual salary surveys)
  - Magazine subscription renewals or unsubscribes
  - Assist in the recruitment and onboarding of new staff members
  - Maintain publication specs binder and contact publications if spec sheets or submission details are out of date.
  - Contact publications for tear sheets, after submission.
  - Update the wiki with supplier specs (upload, FTPs, formats, contacts).
- Any other miscellaneous requests, as they arise!