Print Production Coordinator

Only open to candidates residing in California  
Opportunity to make a difference in your community  
Required to be onsite at our office in South San Francisco

General Description
Plays a critical role in supporting the Print Production Lead by organizing work orders and print projects to accommodate department requirements; reviewing submitted work for reproduction; proofreading work to assure completeness, quality, and verifying print jobs for accuracy.

Duties & Responsibilities

Essential Functions:
- Completing multiple tasks on multiple printers at the same time to maximize the workflow process.
- Maintaining all inventory levels of paper, toner, and all related consumables in the bindery department.
- Maintaining all printing and output devices by placing service calls to the appropriate service technicians.
- Filtering mailing data (Excel files) according to explicit instructions to ensure successful mail merges for all member mailings.
- Cut, fold, and bind printed materials using bindery equipment.
- Assist the Facilities Print Production Lead on special print and mail projects.
- Completing multiple tasks on multiple printers at the same time to maximize the workflow process.
- Staying updated on industry trends, new printing technologies, and best practices to enhance the print production process.
- Attend production meetings.

Requirements
These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience
- A high school diploma, GED or equivalent.
- Minimum of 3 years of experience in a production environment.
- Problem-solving skills and ability to handle and resolve challenges efficiently.
- Strong knowledge of print production processes, including prepress, offset printing, digital printing, and finishing techniques.

Knowledge of:
- Knowledge of print industry standards, regulations, and best practices.
- Have basic knowledge of mailing specifications, paper specifications and USPS guidelines.
- Computer competency: Adobe Acrobat and Microsoft Office 360 (Outlook, Word, & Excel)
- Fiery Command Workstation
- Experience with formatting letters, mail merge and data exporting.

Ability to:
- Complete tasks independently in a fast-paced, quick turn environment.
- Communicate effectively, both verbally and in writing.
- Able to work under pressure and meet deadlines.
- Organizational and time management practices.
- Strong attention to detail and ability to multitask.

Salary and benefits
The starting salary range is $22.09-$28.72, depending on the candidate's work experience.
Excellent benefits package includes:

- HPSM-paid premiums for employee’s medical, dental and vision coverage (employee pays 10% of each dependent’s premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

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