

## **Job Description: Desktop Publisher/Web Designer**

Division: Administration Centre – Printing Services

Reports to: Printshop Supervisor

Location: Regina

### **Job Purpose**

This position is responsible for desktop publishing and website design and maintenance for customers of the Administration Centre printing services, a subsidiary of Sask Sport Inc.

Reporting to the Supervisor of Printing Services, the Desktop Publisher and Web Designer shall be responsible for all coordination, scheduling, and production of desktop publishing, typesetting, web design, web maintenance and word processing required in Printing Services with the goal to maintain and improve quality and quantity standards, including customer service at both ends of the operation.

### **Primary Duties and Responsibilities**

- Coordination, scheduling, and production of all aspects of desktop publishing, typesetting, web design, web maintenance and word processing
- Meet with customers to determine job requirements
- Coordinate the job process and prioritize work flow
- Meet quality and quantity standards to 100% accuracy
- Complete work orders and copy requisitions as required
- Work with other staff in the department to coordinate workflow and meet deadlines
- Work with Printing Services Supervisor in pricing design and layout jobs
- Ensure efficient use of Printing Services resources
- Train staff as required in applicable Printing Services areas
- Provide general cleanup and organization of service areas
- Monitor and maintain the completion of work order information from start to finish, ensuring all paper work for a particular job is completed accurately and forwarded to the Printing Services Supervisor for final processing/pricing

Other duties may be assigned as the need arises, including:

- Assist with the mailing of 3<sup>rd</sup> class bulk newsletters, including labeling, sorting, and bundling, as required
- Operate high speed copiers and bindery equipment
- Other printing service areas requiring backup

## **Knowledge, Skills, and Abilities**

- Demonstrated knowledge and experience in the following areas:
  - Experience in the Print Service sector an asset
  - Working knowledge of HTML and FTP
  - Working knowledge of desktop and web programs including:
    - Dream Weaver
    - PageMaker 7.0
    - Photoshop 6.0
    - Illustrator 10
    - Quark Xpress
    - In design Publisher
    - Word and Excel
  - Troubleshooting various computer issues
- Demonstrated skills in the following areas:
  - Communication – verbal, written and interpersonal
  - Organization and time management with attention to detail, 100% accuracy in processing jobs and meeting deadlines
- Demonstrated abilities in the following areas:
  - Self-motivated and enthusiastic
  - High degree of initiative
  - Effectively manage a variety of tasks and be able to adapt to unexpected interruptions and adjustments to priorities throughout the day
  - Establish and maintain effective working relationships with customers, suppliers and other employees
  - Work with minimal supervision and also contribute to a team environment

## **Qualifications and Experience**

- Post-secondary diploma in Graphic Arts Production/Graphic Communications or in a related field or a combination of equivalent education and/or training
- Minimum two years experience in a role that demonstrates the ability to perform the duties required for this position

## **Working Conditions**

- Full time (37.5 hours per week), permanent
- Salary and benefits commensurate with education and experience
- Overtime work may be necessary during busy periods

## **How to Apply**

Qualified applicants should send a letter of application outlining your experience and how it will assist you in this position, and a resume to:

Email (preferred): [humanresources@sasksport.sk.ca](mailto:humanresources@sasksport.sk.ca) (please reference **Desktop Publisher/ Web Designer in subject line**)

Or

Human Resources  
Re: Desktop Publisher/Web Designer  
Sask Sport Inc.  
1870 Lorne St.  
Regina, SK S4P 2L7

**Deadline to receive applications is Sunday August 20, 2017.**

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.