



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Print Shoppe Supervisor

Job ID	1B-37-12-CB-EA-9E	
Web Address	https://careers.indigenous.link/viewjob?jobname=1B-37-12-CB-EA-9E	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-10-17	To: 2019-10-31
Job	Type: Full-time	Category: Education
Languages	English	

Description

Print Shoppe Supervisor

Ancillary Services

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time Position Available

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: The Print Shoppe Supervisor will oversee the day to day operations of the Print Shoppe production lines, including but not limited to production workflow including service and support, providing exceptional customer service, supervising Print Shoppe staff, inventory management, improved efficiency and expanding product offerings.

Administrative responsibilities include overseeing print management systems and other related technologies, managing Print Shoppe shared folders, liaise with other departments and external customers to grow the business and pricing of completed print requisitions. Some graphic design work will be required. This position will also be the department's advocate with Red River College's Copyright policy.

REQUIRED QUALIFICATIONS

- Certificate in Graphic Designing; or a combination of education and relevant work experience.
- Extensive experience working in Print Production environment
- Experience using MS Office suite such as Outlook, Word, Excel and Powerpoint.
- Experience in leading or supervising teams
- Strong organizational and leadership skills to be flexible and open to changes in environment
- Ability to interpret and analyze reports
- Ability to multi-task and prioritize work flows through constant interruptions
- Ability to interact effectively with the students and staff and work as part of a team
- Effective problem solving skills and attention to detail
- Excellent verbal communication and interpersonal skills.
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Experience operating Apple hardware and computer software
- Experience and ability to interpret Copyright law as it pertains to Post Secondary Education Institutions.
- Knowledge of PrintSmith Software (EFI)

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- May be required to work at various RRC campuses
- This position may be required to work overtime

- This position is subject to audiometric assessments

How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: humanresources@rrc.ca

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2019-253

Closing Date: October 31, 2019

Salary: \$47,302 - 64,683 per annum

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We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit www.rrc.ca/hr

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