

CYBEX

POSITION DESCRIPTION

DIGITAL PRINTING COORDINATOR

BASIC PURPOSE:

Responsible for all the technical and production related activities in a “large format print” environment. Coordination of the Digital Printing Room will include managing production requirements, prioritizing work flow, programming print shop equipment, developing custom artwork, and serving as the technical expert in a turnkey digital printing work cell.

DUTIES AND RESPONSIBILITIES:

- Managing day to day production activities of the Digital Printing Room. This includes prioritizing work orders, managing raw material and programming digital printer, CNC cutters, and laminators.
- Utilize commercial printing software (Onyx) to program digital printer and CNC cutting equipment.
- Work closely with Technical Publications and Marketing to convert artwork to production ready files.
- Create custom branding solutions for Cybex products.
- Work effectively with Marketing, Technical Publications, and Production Management to ensure successful project implementations and on-time production schedules.

QUALIFICATIONS AND SKILLS NEEDED:

Minimum requirements, education & experience:

- 2 or 4 year degree in Graphic Design, Media Design, or related field or 5+ years related work experience.
- Expert level with Adobe Creative Suite (Illustrator, Photoshop, InDesign, Acrobat Pro).
- Familiar with Sign Software CAS software (Onyx).
- Proficiency in Acrobat, Dreamweaver, ImageReady, Word, Excel and PowerPoint.
- Exceptional attention to detail, with ability to multi-task and effectively prioritize responsibilities in a fast-paced production environment.
- Ability to work and collaborate effectively with cross-functional teams - a team player with strong interpersonal skills.
- Strong work ethic – a self-starter with ability to work independently to manage projects as needed.

Preferred requirements, education & experience:

- 3 years hands on experience in “large format print” production environment.
- Ideal candidate will possess a strong graphic design background complimented with a solid production background.
- Microsoft Word, Microsoft Excel, and PeopleSoft proficiency preferred.
- Experience in creating effective marketing materials for fitness industry is a plus.

TRAVEL: Seldom /Occasional

REPORTS TO: Assembly Manager