



Legislative Assembly of Ontario

The Office of the Assembly is the administrative arm of the Legislative Assembly of Ontario. Our mandate is to provide non-partisan support services to all Members of Provincial Parliament.

Purchasing Specialist Print Production *Purchasing & Operations Branch 1-Year Contract*

The Office of the Legislative Assembly of Ontario, Purchasing & Operations Branch is seeking a motivated, proactive and service-oriented print production specialist who can provide project management support for printing and mailing projects to ensure high quality and on-time delivery. Reporting directly to the Manager, Purchasing and in consultation with the Senior Purchasing Specialist, you will provide budgets and production schedules for Members' householders or other projects based on client needs. The ideal candidate will have the ability to work effectively under pressure on multiple projects with tight deadlines, from simple digital jobs to complex print production. You must have excellent oral and written communication skills.

Your strong client service orientation, coupled with your exceptional interpersonal and organizational skills will contribute to your success in this position. You possess the equivalent of a print production diploma from an accredited institute or one to two years related work experience. A solid understanding of pre-press and print production processes including knowledge of Macintosh and PC graphics applications software, MS Office and FTP/web browser file transfers is essential. Strong working knowledge of traditional and new printing technologies, public procurement practices and experience with Canada Post services is recommended. The salary range for this position is \$44,289 to 56,462 per annum.

Please apply by sending your letter of interest and resume, quoting file **LA-2012-01, no later than January 18, 2012. Please apply by e-mail to hr@ontla.ola.org**. Attachments must be in MS Word (.doc), PDF (.pdf) or Rich Text (.rtf) format. If you require a disability related accommodation in order to participate in the recruitment process, please contact us to provide your contact information.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.

An Equal Opportunity Employer

We will accommodate your needs under the Ontario Human Rights Code.

*Relentless in the pursuit of impartial, innovative and collaborative
support to Ontario's parliament.*
