

March 14, 2019

Print Shop and Shipping Coordinator

The Crisis and Trauma Resource Institute (CTRI) (www.ctrinstitute.com) requires an additional person for our team. This person will begin working on April 15, 2019 (there is room to be flexible on start date). We are located on Sherbrook St. in Winnipeg.

Hours: This position is full-time (37.5 hrs)

While experience working in the printing industry is an asset, most important to this position are the qualifications listed below.

Key Duties

- Coordinating the printing and binding of resource materials – We print over 25,000 resource manuals per year
- Supervising casual staff who bind resource materials.
- Coordinating the shipping and receiving of materials between our office and our remote contractors
- Other administrative duties as required

Qualifications

- Highly organized
- Manages time and tasks efficiently
- Pays attention to detail
- Can do moderate physical labour, such as moving boxes and print supplies
- Enjoys working alone some of the time
- Personable and friendly
- Can accept feedback and make changes
- Demonstrates continuous self-improvement
- Exceptional contributor to the wider team environment
- Sufficient computer skills to work with database and websites

Wage/Benefits

- Salary dependent upon qualifications and experience (starting between \$34,000 to \$39,000)
- 4 weeks of paid vacation/personal days
- Extended benefits after 3 months of employment

To Apply

Please send the following in **one attachment**: resume, cover letter, 3 work/school related references and a response to the following questions:

1. *What do you do to contribute to a healthy, vibrant work culture?*
2. *Please describe your understanding of the work CTRI does?*

Send To

Cindy Rublee at cindy@ctrinstitute.com

Closing and Interviews

Applications will be accepted until 12:00PM, Monday, March 25. Successful applicants will be contacted by Skype or Zoom on March 26 or 27, 2019 for a brief interview. In-person interviews will be March 28-29, 2019.