

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Job Planner

REPORTS TO: Vice President of Production

SUMMARY: Fulfill a variety of duties including analyzing estimates to turn them into jobs, opening new jobs, job planning, and assisting with the production schedule.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Open all production jobs including periodicals, new and reprint books, advertising, and graphic services jobs. Requests for these will come from Graphic Service, Advertising, Product Development, FGIC, Vice President of Production, and the President.
- II. Analyze the estimates and requests in order to assure accurate information and assumptions are made in order to complete the job in an economical and viable way.
- III. Request additional information and clarification when needed to obtain clear instructions to put on the job ticket.
- IV. Analyze processes and calculate with Vice President of Production or Production Manager.
- V. Review Processes on job tickets to assure match to contracts and estimates. Inform Vice President of Production or Production Manager of significant differences.
- VI. Track product to and from prepress and proof room. Verify that the product turned in matches the job ticket as written up. Ask for modifications/new estimates as needed.
- VII. Update, print, and distribute press schedule as back-up to scheduler.
- VIII. Print out job tickets as needed, train production employees on use of job tickets and computer entry when needed.
- IX. Answer inquiries regarding production jobs.
- X. Maintain regular attendance at work and work overtime as required.
- XI. Be willing to work in all areas of production as needed.
- XII. Work a flexible schedule that may require extended nighttime and/or weekend hours as required.
- XIII. Comply with Pacific Press employee handbook guidelines.
- XIV. This job description is not intended to be all inclusive; the Job Planner will also perform other reasonable related duties assigned by the Vice President of Production.

EXPERIENCE: Three years prior experience in office management, printing knowledge and understanding of production processes.

EDUCATION: B.S Degree or equivalent in experience, computer skills in windows environment helpful. Mathematical skills and good communication skills needed.