Central Duplicating Equipment Operator
IT – Print Room

Location:	Lac La Biche Campus	**Job number:**	23-CDB3-98-PC
Position type:	Full-time continuous	**Posting date:**	June 12, 2024
Salary:	$44,904 to $58,236 per annum	**Closing date:**	Until suitable candidate is found

ABOUT THE POSITION

Portage College has an exciting opportunity for a Central Duplicating Equipment Operator. Reporting to the Senior IT Analyst, Systems & Support, this position involves managing central duplicating equipment efficiently and confidentially for Portage College and community campus departments, and external clients. It includes operating high-speed production digital duplicating machines, handling incoming and outgoing mail courier duties for Lac La Biche when the mail clerk is absent, and managing the delivery and retrieval of bank deposits for Student Accounts.

Responsibilities include:

- Manages the production of print manuscripts, ensuring copyright permissions are obtained and adherence to college Corporate Communications guidelines, while prioritizing work orders to meet tight deadlines.
- Operates and maintains a variety of equipment including Cerlox punch and binder, laminator, and plotter machine. Troubleshoots issues and coordinates maintenance with technicians.
- Handles inventory control and ordering of supplies, works with various graphic projects, such as business cards, posters, and brochures, and manages administrative tasks like chargebacks, invoicing, and reporting to governmental authorities and the Finance Department.
- Supports coverage delivering/retrieving mail or packages for main depot in Lac La Biche and delivering/retrieving bank deposit for Student Accounts.
- Prioritize print orders to accommodate the needs of students and staff.

QUALIFICATIONS AND EXPERIENCE

- Relevant post-secondary training diploma or degree.
- 1-2 years experience operating large, high-speed printing/duplicating equipment in a print room setting.
- Must be proficient with computers and technology.
- Ability to troubleshoot and solve technical and mechanical problems with print room equipment.
- Requires visual design skills and high attention to detail.
- Demonstrated ability to work independently and provide sound decision making.
- Ability to operate complex digital duplicating equipment in a fast paced, creative environment and produce high volumes of courses materials and other documents essential to Portage College operations.
- Excellent communication, time management and interpersonal skills are required; must have the ability to make frequent, accurate and timely changes to duplicating requests. A tolerance of disruption and the ability to manage times and set priorities for workloads is required.
- Experience in various electronic publishing systems and equipment.
- Must be able to solve printing/duplicating problems with limited supervision, while under tight timelines.
- Successful applicant will be required to provide a current police information check.
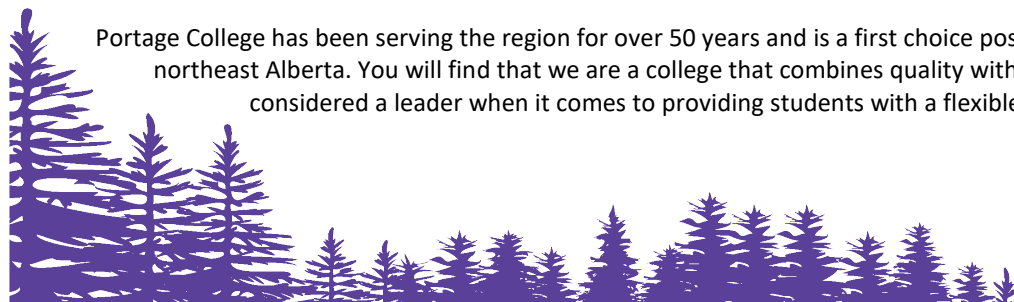
ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer

a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society. If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to **hr@portagecollege.ca**. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions. The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

portagecollege.ca