

## Printing Officer

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Company: Inbox Business Technologies

Location: Lahore

Category: other-general

Inbox Business Technologies is a leading information technology and services company currently seeking a Printing Officer to join our team. As a Printing Officer, you will work closely with our clients to ensure the successful execution of printing projects, adhering to quality standards and meeting client expectations.

### Responsibilities

Coordinate and manage all aspects of the printing process, from receiving client requests to delivering the final prints

Review client requirements and specifications to ensure accurate and timely execution

Prepare and adjust artwork files for print production

Monitor and maintain printing equipment and supplies

Collaborate with the design team to optimize artwork and ensure optimal print quality

Perform quality checks on printed materials to ensure adherence to specifications

Manage print production schedules and prioritize workload to meet deadlines

Provide excellent customer service and address client inquiries and concerns

Stay up-to-date with industry trends and advancements in printing technology

## Requirements

Bachelor's degree in Graphic Design or related field preferred

Proven experience in printing operations and project management

Proficiency in printing software and equipment, such as Adobe Creative Suite and commercial printers

Strong attention to detail and ability to maintain accuracy in a fast-paced environment

Excellent organizational and time management skills

Effective communication and interpersonal skills

Ability to work independently and collaborate with cross-functional teams

Knowledge of printing techniques, color management, and print production processes

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