

## **Production Coordinator Role October 2024**

### **Join Our Dynamic Team as a Production Coordinator!**

Are you ready to dive into an exciting role that will grow your passion for production? We are on the lookout for a talented Production Coordinator to become an integral part of our expanding team!

Picture yourself part of an experienced team of professionals, where no two days are the same! In this hands-on position, you'll be at the heart of our product manufacturing journey—navigating across the production realms of; printing, production, post-production and product finishing. You will not only oversee the daily production operations, but also ensure our orders are flawlessly fulfilled to meet the high-quality standards our customers have come to expect over our 35-year legacy.

As you play a critical role in the future of our company and with the opportunity to expand your role into a management position, you'll enjoy working with cutting-edge printing technology and premium materials to create exceptional products for a diverse range of markets across Australia.

While we are excited to offer this opportunity to enthusiastic candidates willing to grow with us, we seek individuals who embody the following qualities:

#### **Are You:**

- A hands-on self starter who thrives in a dynamic factory environment?
- Eager to engage in every aspect of our manufacturing process, including the art of printing?
- Methodical and organized, with a knack for tech and machinery?
- A proactive team player who takes pride in quality control and meeting deadlines?
- Solutions-oriented and ready to embrace independent work in a supportive environment?

#### **Your Responsibilities:**

As part of our dedicated team, your daily responsibilities will evolve with our exciting workload, engaging you in all aspects of our product creation:

- Take command of the production process, from initial printing to post-production finesse and despatch.
- Operate and maintain our state-of-the-art digital printing machinery alongside our skilled printing staff.
- Collaborate with the General Manager and pre-production team to develop a prioritised production schedule and achieve ambitious deadlines.
- Strategically organize, plan, and, when needed, craft the essential hardware needed for our vibrant orders.
- Dive into the world of post-production with hands-on involvement in guillotining, punching, cleaning, and packaging.
- Oversee casual post-production staff, ensuring everyone shines in their roles.



- Conduct thorough quality inspections, upholding and championing our rigorous quality standards.
- Promote a safe and healthy work environment in accordance with Work Health and Safety guidelines.
- Foster excellent communication and cooperation with all team members, creating an engaging and enjoyable workplace.

If you're ready to take on a dynamic, multifaceted role with plenty of opportunities for growth, we want to hear from you! Join us in making high-quality products that our loyal customers love and help us continue our storied legacy of excellence. The Miller adventure starts here!

See our work: [www.millermetalimaging.com](http://www.millermetalimaging.com)

Email through a covering letter addressing why you are this enthusiastic candidate and add your CV, to Fran - [info@millermetalimaging.com](mailto:info@millermetalimaging.com)