



K'en T'em

JOB POSTING

K'en T'em Operations

JOB TITLE: Printing and Marketing Specialist

REPORTS TO: K'en T'em Manager

TERMS: Full-time permanent position

START DATE: As soon as suitable candidate is found



The Printing and Marketing Specialist will be responsible for seeking business opportunities for K'en T'em Printing and Design. The specialist will develop marketing strategies to address current trends in the industry, assess the current needs of the communities we represent, and engage with businesses to build clientele. We work with a wide variety of products, from paper products to vinyl banners and clothing. Our ideal applicant has an associate degree in graphic design and experience working in marketing and sales. The specialist should also be skilled with the entire Adobe Creative Suite.

Responsibilities

- Responsible for managing the Print Department workload
- Responsible for lead generation for Business Development Managers throughout Canada
- Work with Communications to create and implement marketing campaigns
- Understand, convey and uphold project and overall business priorities with project teams
- Manage correspondence with suppliers, production teams, merchandising, and oversee print product development
- Accept orders and designs from clients, format the design for the specific product
- Set up the printer and load the materials, run the printer, inspecting products along the way for accuracy
- Perform general maintenance and repairs on the printers

Qualifications

- High school diploma or GED certificate
- Associate degree in graphic design (preferred)
- 5+ Years of sales experience
- Advertising sales experience is an asset
- Experience with commercial printers
- Sharp eye for detail, excellent presentation skills
- Excellent customer service skills, client-first philosophy
- Previous work with Indigenous Government or Organizations an asset

Please submit your cover letter and resume to:

K'en T'em Operations
Email: info@kentem.ca

In Person: 2025-Unit A Granite Ave, Merritt BC
Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. CitwX Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.