



*K'en T'em*

# **JOB POSTING**

## **Printing and Marketing Specialist**

**JOB TITLE:** **Printing and Marketing Specialist**  
**DEPARTMENT:** **Printing and Design**  
**REPORTS TO:** K'en T'em Operations Manager  
**TERM:** Full-time, permanent position  
**START DATE:** As soon as a suitable candidate is found



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Cixw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

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.

### **Primary Duties**

- Responsible for managing the Print Department workload,
- Responsible for lead generation with Business Development Managers throughout Canada,
- Ability to meet deadlines and sales quotas,
- Network within local communities to increase brand awareness and increase sales,
- Prepare and submit weekly sales or inventory reports to management,
- 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, and
- Other ad hoc duties as assigned by the Operations Manager or Designate.

## **Knowledge, Skills and Abilities**

- Ability to handle confidential information with professionalism and discretion,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Extensive knowledge of Adobe Pro,
- Sharp eye for detail, excellent editing, reviewing and presentation skills,
- Proficient in Microsoft Office and social media platforms,
- Ability to navigate all virtual meeting software with ease,
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, and change management,
- Exceptional written and verbal communication skills,
- Knowledge of nłe?kepmx cultural values, and willingness to learn nłe?kepmx protocols, beginner nłe?kepmxcín, and
- Recognizes and respects cultural diversity.

## **Experience and Requirements**

- Minimum High school diploma or equivalent,
- Associate degree in graphic design (preferred),
- Advertising, sales and/or marketing experience,
- Experience with commercial printers,
- Website design and technical abilities an asset,
- Appreciation of Nlaka'pamux cultural values and willingness to learn Nlaka'pamux protocols, and
- Exceptional verbal and written communication skills, technical report writing skills, and project management skills.



**Please submit your cover letter and resume to:**

**Attn: K'en T'em Human Resources**

Email: [HR@kentem.ca](mailto:HR@kentem.ca)

In Person: 2025 Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

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. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.