

**JUNIOR PRODUCTION CONTROLLER  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

The Junior Production Controller will act as the link between Sales and the Customer Service Representatives and all production centres ensuring the work is supplied to acceptable business standard and on time.

**KEY PERFORMANCE AREAS:**

- Ensure that clear instructions have been applied on the work tickets, including any additional technical information
- Monitor job status through production phases in line with the planning board
- Responsible to communicate any changes in delivery times to the CSR if required
- Ensure cost analysis are done against the job summary
- Monitor & inspect jobs with special quality concerns at various stages of production and ensure concerns are communicated to each appropriate department
- Provide reports to management as and when required

**QUALIFICATIONS / EXPERIENCE:**

- Relevant qualification with at least 1 year experience in a fast-paced production environment
- Knowledge of Litho and Digital Print, Pre-media, Large and Small format digital printing, Textile printing & Finishing is highly advantageous
- Strong knowledge of publishing workflows and solutions
- Advanced computer skills

**BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Creative, accurate and precise
- Structured
- Work well under pressure
- Proven ability to meet and exceed deliverables
- Problem-solving skills

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria.  
Email: [careers@hc.co.za](mailto:careers@hc.co.za)

**Closing date for applications is Friday, 18<sup>th</sup> April 2025**