

**PRODUCTION CONTROLLER  
HIRT & CARTER  
DURBAN**

**CORE PURPOSE OF THE JOB:**

The Production Controller will project manage various jobs within production and work with planning department to achieve best possible timelines ensuring compliance to best business practices.

**KEY PERFORMANCE AREAS:**

- Ensure that clear instructions have been applied on the work tickets, including any additional technical information
- Sign off colour proofs with the relevant parties before the job proceeds to production
- Monitor job status through production phases in line with the planning board
- Ensure clear communication and feedback to all relevant parties
- Ensure cost analysis are accurately completed against the job summary
- Monitor and inspect jobs with special quality concerns throughout the various stages of production

**QUALIFICATIONS / EXPERIENCE:**

- Matric is a minimum requirement and relevant tertiary qualification will be beneficial with at least 3-5 years in a similar role
- Knowledge of litho and digital print, pre-media, large and small format digital printing, textile printing and finishing
- Strong project management and computer skills

**BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Proven ability to meet and exceed deliverables
- Strong communication and organisational skills
- Ability to work well under pressure
- Team player

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.**