

Print Production Associate

Location: 896 Prospect St., Fredericton, NB

Company: Coveys

About Coveys

Since opening our stationery store in downtown Fredericton in 1946, our mission has been simple: make it easy and affordable for local offices to get the supplies they need without sacrificing quality. Over 75 years later, we're still proudly local—and that mission hasn't changed. We're here to make work easier.

Today, Coveys combines the inventory and buying power of big-box stores with the friendly, personalized service that has kept us a community staple for generations. From office furniture and supplies to print production, we deliver modern solutions with a neighborly touch.

The Opportunity

We're seeking a motivated and detail-oriented **Print Production Associate** to keep projects moving seamlessly—from preparing files and operating equipment to ensuring a flawless finish. This role is ideal for someone who enjoys hands-on work, takes pride in craftsmanship, and thrives in a fast-paced, team environment.

What You'll Do

- Operate and maintain print and finishing equipment (copiers, digital presses, wide-format printers, laminators, cutters, binders).
- Review and follow job tickets and work orders; check proofs and specs for accuracy.
- Prepare production files (PDF setup, bleeds, crop marks, resolution checks).
- Manage and organize production materials (paper, substrates, inks).
- Collaborate with teammates and sales staff; assist customers at the counter as needed.
- Troubleshoot basic equipment issues and escalate as necessary.

What You Bring (Must-Haves)

- High school diploma or equivalent.
- Familiarity with digital printers and finishing equipment.

- Strong attention to detail and commitment to accuracy.
- Ability to manage multiple jobs under tight deadlines.
- Clear, friendly communication skills and a willingness to learn.
- Ability to lift 55 lbs. and stand for extended periods.

Nice-to-Haves

- College diploma or certificate in Graphic Design, Print, or a related field.
- Experience in a print shop, production, or customer service setting.
- Knowledge of Adobe Creative Cloud (InDesign, Illustrator, Photoshop) and Microsoft Office.

Perks & Benefits

- Health insurance coverage
- Paid time off
- Employee discounts
- Supportive, team-oriented local workplace

Terms of Employment

- Compensation will be determined based on qualifications and experience.
- Permanent, full-time position.

How to Apply

Send your resume (and a brief note about why you'd be a great fit) to prmanager@coveys.ca.