



Career Opportunity

Supervisor, Printing and Mailing Planning Services (Professional/Advisory)

Apply before 2023-01-29.

Reference: 2223-2023-223

Rate of pay: \$75,649– \$95,719 annually

Classification: ADG-D

Outcome: Permanent

Work environment: Hybrid

Work location: Ottawa, ON

Service area / Division: Parliamentary Precinct Operations / Client Service Delivery

Area of selection: Open

Language requirements: CBC

About the role

The House of Commons is currently looking to staff the Supervisor, Printing and Mailing Planning position.

In this role, you are responsible for managing daily operations and leading the team responsible for providing service to Members of Parliament, House Administration and Parliamentary partners with their printing and mailing requests. This service includes consultation and advice in all aspects of their service requirements including design and interpretation of guidelines and by-laws, cost estimating and planning services, and acting as liaison with external partners. You are also responsible for developing and implementing planning controls that enable effective planning to meet service level standards while ensuring efficiency and cost-effectiveness in printing and mailing activities. Responsibilities include ensuring that planning information and statistics are accurately maintained in the system, ensuring OHS standards are maintained, participating in the staffing and training of employees, as well as providing input to client service and planning strategies and business planning.

Top reasons to join the team

If you are a leader that has strong interpersonal skills to supervise multiple employees and possess exemplary client service skills, this is your chance to join our team of high-performing professionals! You will be working in a fast-paced, client service focused, fun and collaborative environment. We encourage and support training and development to empower one another to grow and learn every day. Your analytical thinking and in-depth knowledge of computers and software will be used to analyze systems and operations to determine how they are functioning and how changes will affect outcomes.



Work where history is made

What you need

Education	<ul style="list-style-type: none">Post secondary graduation in a related field from a recognized institution OR an acceptable combination of education, experience and training.
Experience	<ul style="list-style-type: none">Minimum of two (2) years working experience in either digital or offset printing, estimating and document preparation;Experience in coaching, advising and mentoring employees;Experience in interacting and negotiating with internal and external suppliers;Experience in staff management;Experience in art-direction and production control;Experience in providing functional guidance to and reviewing the work of others in a client service environment;Experience in effectively and accurately advising clients on technical issues, providing interpretations on governing instruments as well as policy and procedure pertaining to printing and mailing services;Experience in strategic and business planning.
Other	<ul style="list-style-type: none">Experience in group facilitation and presentations;Experience in working with Canada Post.

Outcome

Staff the position of Supervisor, Printing and Mailing Planning on an indeterminate (permanent). Create a pool of potential candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis. Consideration may be given to candidates with other linguistic profiles.

Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.

Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

[Apply now](#)

[Essential information](#)

[Contact us](#)



Work where history is made