

Print Production Planner

A print production planner can be involved in many different tasks in print production, depending on the size of the company. They are often the first point of contact with customers and work with other managers to make sure that print jobs are finished on time and to a high standard. They often manage a team.

The Work

You could be:

- dealing directly with customers and other managers
- selling printing services to customers and developing new business
- estimating the cost of the print job
- negotiating prices and sending quotes to customers
- monitoring stock levels and buying print production materials — ink, toner, paper
- organising work schedules and managing staff
- making sure that print machinery is used effectively
- making sure that work is finished by agreed deadlines and to budget
- checking the quality of the finished work.

Pay

The figures below are only a guide. Actual salaries may vary, depending on:

- where you work
- the size of the company or organisation you work for and whether you are self-employed
- the demand for the job.

A print production planner can expect to earn around £22,000 to £28,000 a year, depending on the size of the employer and level of experience. Senior production positions for those with experience reach £35,000 to £45,000 a year. Those working more on sales and business development can earn more through commission.

Conditions

- You will probably work in the office of a printing warehouse or workshop.
- Your workplace may be noisy, as you will also be out on the shop floor.
- You may have to do shift work.
- You might have to travel to meet clients or visit suppliers.

Getting In

- Employers would normally look for a degree (SCQF Level 9-10) or HND (SCQF Level 8) in a relevant subject such as printing, business or graphic communications.
- Relevant experience, for example, as a print finisher, pre-print operator or machine printer.
- You may be able to get in by doing a Modern Apprenticeship, working towards an SVQ at Level 6, and then

working your way up into administration.

- A driving licence is useful.

You could be working for a printing warehouse, printing factory or print workshop

What Does It Take

You should be:

- good at communicating and negotiating with others
- able to work on your own initiative and as part of a team
- good with figures and budgets
- interested in design, colour and shape
- able to solve problems
- good at using computers
- good at organising tasks and people
- willing to keep up with new technology
- good at working under pressure and to deadlines.

Training

- You might study for SVQ Print Administration at SCQF Level 6.
- The British Printing Industries Federation (BPIF) offers a number of relevant flexible learning packages and short work-based courses.

Getting On

- If you work in a small company you may have to move to get promotion.
- With relevant experience you might be able to move into operations production management, studio management or accounts management.

Contacts

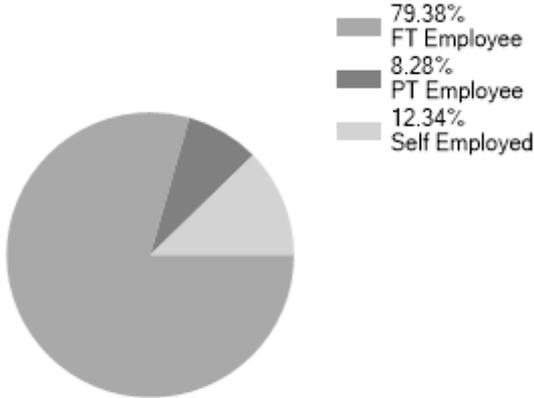
British Printing Industries Federation (BPIF)

Email: hello@bpif.org.uk

Website: www.britishprint.com

Statistics

Employment Status UK %

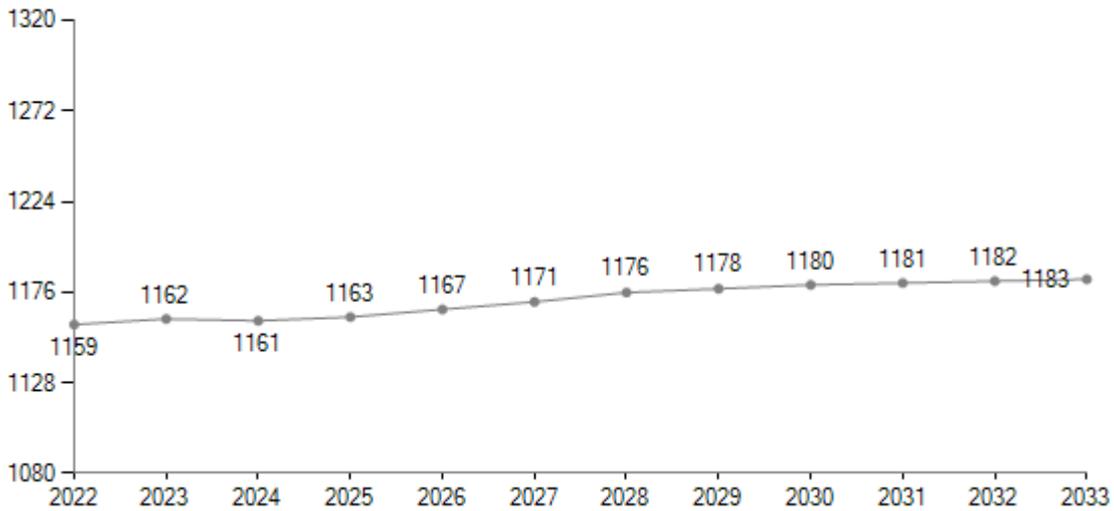


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)