



“Bringing Our Client’s Work to Life”

PROJECT COORDINATOR

Job Title:	Project Coordinator
Department:	Customer Service
Reports to:	Erik Formica - Partner

Summary

This is a fast-paced production environment where attention to detail is paramount. The Project Coordinator is responsible for assisting in the preparation of all internal documentation related to each specific project. This includes updating the internal job schedule, preparing various instructions for each department that will be involved with the project, and corresponding with the Project Manager regarding updates and project status.

Duties and Responsibilities

- Help to prepare and oversee all critical portions of production projects.
- Enter jobs into the production schedule.
- Coordinate with the Project Manager about scheduling and deadlines.
- Submit change orders to the production schedule when a job deviates from the original schedule, quantity, or format.
- Create postage invoices/requests for clients.
- Report inventory levels before and after projects, and ensure proper quantities are available on dates expected.
- Attend daily production meetings.
- Send samples of the mailing as defined by the project requirements.
- Send postage statements to clients as proof of mailing if required.
- Physically inspect all jobs in production.
- Inform Project Manager of all necessary information for billing when jobs are complete, including any additional services or changes from the original purchase order provided by the client.
- Perform any additional duties as assigned by the Project Manager.

Qualifications and Requirements

The Project Coordinator is a self-starter who can prioritize, is extremely organized, has excellent communication skills, is computer literate and has some knowledge of a production environment. They can handle multiple projects at any given time, work well under pressure, are flexible and have the ability to meet tight deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Language

Ability to write and read instructions, correspondence, reports, and memos, commanding the English language.

Education/Experience

High School diploma is required.

Prior experience with Microsoft Office/MS365 preferred. This position requires a high usage of Excel, Internal CRM system and PDF files.

Prior Project Coordinator experience and/or training is a plus.