

OEC Graphics, Inc.
Project (Graphics) Coordinator
Onsite Customer
Green Bay Area, WI

Purpose: Administrative graphics coordination role for a specific on-site project management opportunity at customer location. Works closely with OEC Project Manager to meet customer expectations and deadlines.

Essential Responsibilities:

1. Represents and promotes the OEC image and proactively provides solutions onsite, at customer facility.
2. Appropriately coordinates communications between the customer, vendor and production staff.
3. Proofread and approve label projects to confirm additions and/or changes are made correctly, check for UPC, kosher, L-code, specs, etc.
4. Coordinate and track progress of high volume of projects (average of 150-200 PDF's per day).
5. Order samples from printers and customer, track status of requests, post artwork to SharePoint, route artwork as required.
6. Perform entry and data updates to customer's packaging system (Filemaker).
7. Support OEC's onsite Project Manager as needed to successfully manage project.
8. Other duties as assigned for successful project completion.

Knowledge, Skills and Abilities:

- Must possess high attention to detail and accuracy
- Able to coordinate a high volume of projects and tasks within aggressive deadlines
- Be quality focused, and have a proactive "can-do" approach to working in a fast-paced environment
- Software utilized: Adobe Acrobat Standard (not Reader), SharePoint, Filemaker, MicroSoft Office

Education and/or Experience:

Administrative project management support background is preferred; general flexo/offset graphics knowledge is ideal.

Email application or resume to hr@oecgraphics.com. Kindly use subject line: Coordinator Onsite 16-0104.

It is the policy of OEC Graphics, Inc that all persons, regardless of race, color, age, sex, creed, sexual orientation, national origin, pregnancy, or handicap, be judged solely on their qualifications in employment matters. That includes, but not limited to, recruitment, hiring, promotion, transfer, training, compensation, and termination.

EOE/M-F