

## **Graphics Project Coordinator**

### **JOB DESCRIPTION**

**Purpose:** Responsible for representing and promoting OEC Graphics to client. Act as primary contact for production project management. Builds relationships with the client to encourage new and repeat business opportunities.

**Reports to:** OEC Facility Manager

**Status:** Exempt

#### **Essential Responsibilities:**

1. Work directly with client to plan projects for production. Coordinate and enter approved project information in client system and manage job projects through OEC production process.
2. Review all job information to ensure quality and customer specifications are met. Organize and maintain customer and company documentation for each job, including customer information, instructions, job status, and reporting requirements.
3. Gather all initial art elements after project is initiated by client, including copy, images, UPC, etc. via client's internal system. Format and place art elements within the assigned die or layout per client specifications.
4. Review and route completed preliminary art placement within die/layout utilizing client's internal system for client review and approval. Make changes/adjustments as needed based on feedback from client.
5. Preflight jobs to ensure all elements are included and release for OEC final production process.
6. Coordinate regular communication between OEC account management, production team, and client. Identify and facilitate more frequent contact as necessary to address needs of customer.
7. Help resolve and proactively identify customer's needs and work to recommend solutions within established guidelines or escalate customer's needs to management as appropriate.
8. Adhere to all pertinent OEC safety and quality standards, checks, and procedures.
9. Understand technical aspects of OEC's services and products available to customer and their value.
10. Seek opportunities to identify sales opportunities between OEC, the customer and potentially the customer's customer.
11. Any other duties as required or assigned.

#### **Knowledge, Skills and Abilities:**

- Solid communication skills, both verbal and written
- Thorough understanding of the flexo industry, prepress and printing of both OEC and client (ex. preflighting, prepress workflows)
- Experience managing production schedules and leading production employees
- Ability to manage numerous projects simultaneously within tight deadlines
- Demonstrate independent judgment within given parameters
- High level of accuracy and attention to detail
- Solid computer skills in both Mac/PC environment

#### **Education and/or Experience:**

Bachelor's degree in Business, Graphic Arts or related field, with at least 3 years of experience in customer service. Exceptional project management skills and experience working with multiple business locations. Any combination of education and/or work experience will substitute for minimum requirements. Prior experience in printing/publishing is preferred.

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**Performance Standards:** Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

**Equipment/Materials Used:** General office and computer equipment and materials.

**Conditions of Employment:** The work setting consists of an office environment with suitable lighting and comfortable temperatures. Employee should be able to sit and work at a computer for prolonged periods of time. General vision and hearing. Occasional travel will be required.

I understand and I am able to perform the above mentioned job requirements.

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Signature

\_\_\_\_\_  
Date