

Graphics Coordinator

Pittsburgh, Pennsylvania



The Graphics Coordinator is part of a team of experts, dedicated to innovation, working day after day to successfully translate graphics into well-known brands in the marketplace. In this role, the Graphics Coordinator is responsible for the job planning - estimating, quoting, order entry, tracking, shipping and invoicing – of each job to ensure it meets customer delivery time and remains within budget of the approved estimate; proactively makes technical and costing decisions as they arise with each account; and continuously and positively represents and promotes the OEC image within the client’s culture.

Location: OEC Customer Onsite – Pittsburgh, Pennsylvania
(Heinz Complex/River North Area)

Status: Full-time, Benefit Eligible; Exempt

Essential Responsibilities:

1. Works directly with client to coordinate and ensure proper and effective communication channels pertaining to OEC job orders, including participation in conference calls and meetings.
2. Gathers, organizes, and inputs OEC job order information and other details into a job report for client.
3. Acts as liaison between client, OEC and suppliers; aids client’s creative marketing team on OEC related projects. Expedites requests and projects as needed to meet client and/or production requirements.
4. Proactively identifies and resolves customer’s needs; recommends solutions within established guidelines, or escalates client’s needs to management as appropriate.
5. Adheres to all pertinent quality standards, checks, and procedures of both OEC and the client; works to enhance quality assurance programs as necessary.
6. Provides technical print assistance as needed.
7. Any other duties as required or assigned to facilitate client and production requirements.

Knowledge, Skills and Abilities:

- Well versed in consumer products companies, agency work, print, and prepress with a strong foundation in project management
- Solid verbal and written communication skills
- Thorough understanding of the flexo industry, prepress and printing of both OEC and client
- Able to manage numerous projects simultaneously and demonstrate independent judgment within given parameters
- High level of accuracy and attention to detail

- Advanced computer skills in both Mac/PC environment (Adobe Creative Suite and Microsoft Office); strong working knowledge of Excel

Education and/or Experience:

Bachelor's degree in Graphic Communications or related field, with at least 3 years of experience in customer service, preferably in an agency, consumer products company, or prepress graphics environment. Any combination of education and/or work experience will substitute for minimum requirements.

Application Instructions:

Submit a completed OEC Application of Employment and/or resume and cover letter to hr@oecgraphics.com. Include **subject line: Graphics Coordinator, Pittsburgh**