

Job title: Production Coordinator

Description:

Roles:

- Submitting orders to vendors
- Resolving order issues
- Artwork proofs
- Coordinating ship details and tracking
- Project Delivery

Desired Skill Set:

- Excellent communication skills
- Proficient in Microsoft Office programs
- 2+ years experience in professional work environment
- Detail orientated
- Proficient in Microsoft Office programs
- Knowledge of graphic design programs