



Production Coordinator

40 hours per week, 8:45AM-5:15PM Monday-Friday
\$15-18/hr

Job Overview

Our goal is to take unusually good care of our customers and the Production Coordinator makes this possible by ensuring projects are organized, printed accurately, and completed on time.

Responsibilities and Duties

- Schedule and sequence projects to ensure the most efficient use of time, materials, and human resources.
- Operate high-speed digital printers, plotters, binders, cutters, folders, etc. to produce projects for customers.
- Interact with customers in-person, over the phone, and online to provide them with an unusually good experience by offering personal care, asking the right questions to determine their needs, and suggesting the best options based on our capabilities.
- Communicate and coordinate with the graphic designer to ensure design projects are completed accurately and on schedule.
- Assist in the upkeep and efficiency of the store by organizing work areas, and stocking paper and supplies.
- Care about other human people and recognize the impact of your actions on them.

Qualifications

- Strong time management and organizational skills
 - Strong computer skills
 - Able to stand for much of the day.
 - Able to lift 50 pounds.
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***Please send a resume to Rhonda Beal (rhonda@datelinedigital.com)
or call 479-3831 for more information.***