JOB DESCRIPTION

Job Title: **Project Trafficker**

Facility: **Brooklyn Park**

Department: **Manufacturing Support**

Reports to: **Director of Operations**

SUMMARY

Responsible for the active facilitation of projects throughout the production lifecycle. The Project Trafficker will actively engage with Operations Management, including Scheduling, placing emphasis on escalated projects. This role is responsible for identifying production status concerns and driving collaboration with key stakeholders as to what steps need to be taken to ensure critical delivery dates are met. The Project Trafficker will be expected to multitask throughout much of the day and must be able to communicate to scheduling and managers well to ensure success.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Will be expected to obtain a high level of knowledge related to print/mailing production workflow.
- Will be required to read and interpret project activity reports, discern the need for project status engagement and drive activities accordingly.
- Enthusiastically pursue the on-time delivery of projects with production challenges. Assertive engagement with Operation Management and scheduling regarding projects that are in jeopardy of not meeting delivery dates.
- Will collaborate directly with scheduling to prioritize projects requiring trafficker facilitation.
- Identify risks in the process and communicate to appropriate parties in a timely fashion to ensure awareness and planning are adjusted, if needed.
- Will be required to aid all Manufacturing team members with project support functions, movement of project materials such as proofs and tickets as well as perform other duties as assigned by the VP of Operations.
- Work with scheduling to ensure all due dates are updated to current due date.
- Obey company rules and observe all safety regulations.
- Understands role in the company's Quality Management System regarding ISO.

QUALIFICATIONS
- 5 years industry related experience.
- Strong knowledge of Print, Lettershop and Fulfillment workflows.
- High school diploma or equivalent.
- Bachelor's Degree preferred but not required.
- Excellent verbal & written communication skills.
- Excellent computer skills.

PHYSICAL REQUIREMENTS
- Constant working on computer and sitting.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping and climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)
Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)
Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)