



JOB DESCRIPTION

Job Title: Production Coordinator

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Director of Operations

SUMMARY The job involves prioritizing and directing the overall workflow by establishing production schedules to meet our customers needs.

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

- Directing the overall workflow by establishing production schedules.
- Prepares each day and runs the daily production meeting.
- Ensures that all projects are completed on time and notifies their Operations Leader if late or off budget.
- Manage workflow with staffing suggestions for Scheduling to accomplish workload.
- Leading teams of employees to complete projects on time.
- Responsible for overall on time delivery.
- Determines if pre-production meetings are needed on large projects.
- Help with creating protocols and standards to meet ISO quality standards.

QUALIFICATIONS

- 10+ years industry Supervision or Management experience.
- Proven experience in printing leadership.
- Advanced knowledge of printing processes.
- Excellent organizational and project management skills.
- Strong technical skills and understanding of printing systems.
- Ability to lead and motivate a team.
- Strong problem-solving and communication skills.
- Ability to work in a fast-paced environment.
- Ability to work under pressure and meet deadlines.
- Ability to work with minimal supervision.

PHYSICAL REQUIREMENTS

- Frequent walking, stooping, crouching, and grasping.
- Occasional standing, reaching, pushing, pulling, lifting (50lbs max), and repetitive motions.
- Occasional sitting, balancing, and kneeling.

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 day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs/day of 8 hour day)