

Job Description

Project Coordinator

- Coordinate all communications with customer and internal operations
 - Project details
 - Quality requirements
 - Production timelines
 - Shipping requirements
 - Provide accurate, timely and effective interpretation, data entry and subsequent distribution of work requests.
- Fill out Customer Job Packets based on customer requirements to ensure planning and scheduling have required information to present to production.
- Responsible for relational database management of the integrated computer system (QuickBooks).
- Maintain working knowledge of all customers, services provided and accounting processes in order to provide a high level of accuracy in interpreting work requests and reliable data entry information.
- Expedite paperwork, orders, and customer inquiries.
 - Ensure all phone-ins - urgent or emergency work requests are dispatched immediately.
- Generate and distribute a monthly and quarterly customer demand, status and indicator reports.
- Communicate all job related information to customer on daily or weekly bases.

Experience required:

High School Diploma or GED with two years of customer service or project planning experience, preferable in the contract packaging field. Experience with QuickBooks, or other relational database software plus proficiency with Microsoft Word, Excel and Outlook Express.