**Print Production Coordinator**

**Packaging Options USA**

1451 Danville Blvd. Suite 103

Alamo, CA 94507

Please no phone calls

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PackagingOptionsUSA.com

Packaging Options USA is a fast-growing supplier of a wide range of packaging materials and products of flexible packaging, labels and shrink materials. Our product line includes pouches, corrugate, folding cartons, bags, tubing and roll stock. We offer consulting and design services and provide over 25 years of experience and extraordinary service and value. Our products are manufactured locally, nationally and internationally utilizing many different printing processes. Located in the Bay Area, Packaging Options USA offers health benefits and 401K benefits for full time employees.

**PRINCIPAL RESPONSIBILITIES OF THE JOB:**

This position is responsible for coordinating projects in a very fast growing custom printed packaging company. This position would manage complex and detailed projects and communications with our vendors.

**ESSENTIAL FUNCTIONS OF THE JOB:**

* Strong print knowledge and understanding of the different printing processes.
* Clear, effective verbal and written communications both internally and externally.
* Attention to detail with regard to issuing and tracking detailed purchase orders.
* Ability to meet deadlines and be flexible to adjust to fast paced and changing demands of the business.
* Exemplary interpersonal skills, including ability to work effectively as part of a team.
* Ability to analyze and process projects efficiently and accurately.
* Ability to work independently.
* Strong organizational and documentation skills.
* Proficient experience/comfort in use of computer software.  Microsoft Word, Excel, Outlook, and PowerPoint as well as Internet search skills.
* Complete other special projects and duties as assigned.