



Job Description

Job Title: Project Coordinator
Department: Marketing
Reports To: Vice President of Marketing
FLSA Status: Exempt/salary

SUMMARY

The Project Coordinator is a motivated and organized individual responsible for coordinating and executing various projects including but not limited to in-person and online events, tradeshow, advertising, editorial calendar, and website updates. This person will also be responsible for developing and updating Sales, Marketing and Corporate materials, ensuring accuracy and alignment with brand guidelines. Must have proven experience working with WordPress including hands on experience with content management. The coordinator is assigned various projects by the manager and tracks those projects to completion. Must be flexible and adapt to changing priorities and multiple tasks.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- 2+ years of related experience in Production Graphic Design (i.e. technical catalogs and product bulletins.)
- Print buying and working with outside vendors experience is helpful but not required.
- Ability to establish plans and track deadlines for various projects.

ESSENTIAL FUNCTIONS STATEMENTS

- Develop and maintain a communications calendar to schedule and organize marketing activities and announcements.
- Plan and schedule campaigns, product launches and promotional activities with various teams to ensure consistent messaging.
- Plan and organize in-person and online events for external stakeholders. Coordinate logistics, including venue booking, catering and technical requirements.
- Work with trainers and subject matter experts to ensure smooth presentation and event execution.
- Collaborate with cross functional teams to gather necessary resources and information for project success.
- Layout and design any Industrial materials needed such as technical catalogs, Instructional manuals, forms, letterhead, posters, bulletins, tradeshow signage, PowerPoint training presentations, binders, ads, etc.

- Makes sure that all controlled literature is updated in a timely manner, routed and the revisions communicated according to ISO standards.
- Monitor and enforce brand standards to maintain a cohesive and professional image.
- Regularly updates and maintains the content on our WordPress based company website to ensure that information is current and aligns with product updates, newly released products, and marketing campaigns.
- Collaborates with web developers to implement changes and improvements and reflect the brand image and is user friendly.
- Manage, coordinate, ship, and track shipments of marketing materials to key external stake holders.
- All other functions/responsibilities assigned by manager.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

REQUIRED SKILLS

- Should be self-motivated while working independently.
- Strong organizational and time management skills.
- Must be very skilled in InDesign, Illustrator, Photoshop, and Acrobat.
- Proven experience working with WordPress including hands on experience with content management,
- Knowledgeable with PC and MS Office (Word, Excel, PowerPoint) products.
- Coordinate and schedule daily jobs and large projects to meet tight deadlines.
- Experience with color correction, prepress production, scanning, and photography required.
- Position requires strong proofing and editing skills.
- Excellent written, communication and customer service skills.
- Must be adept at working with all levels of in-house associates as well as external customers and vendors.
- Basic math: the ability to add, subtract, multiply, divide, fractions, and decimals.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.
- This position does require standing and lifting. It also requires extended periods of sitting and typesetting. Mental and visual concentration is essential.

Physical Demands

☐ Stand
☐ Walk
☐ Handling / Fingering
☐ Reach outward
☐ Reach above shoulder
☐ Climb
☐ Crawl
☐ Squat or kneel
☐ Bend

Lift/Carry

☐ 10 lbs or less
☐ 11-20 lbs
☐ 21-50 lbs

Push/Pull

☐ 12 lbs or less
☐ 13-25 lbs
☐ 26-50 lbs

Other Physical Requirements**Ability to wear Personal Protective Equipment (PPE)**

☐ Respirator
☐ Ear protection
☐ Safety glasses
☐ Steel-toed safety shoes/boots
☐ Other

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT:

The majority of work will be spent in an office environment (well lit and environmentally controlled). The majority of time is spent utilizing computer terminals.

REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.