

Project Coordinator

Madison-based graphic arts products and finishing company is looking for an **experienced Project Coordinator**. For over 40 years, the experts at MCD, Inc. have turned ordinary concepts into extraordinary solutions.

MCD is focused on providing enhanced visual appeal to your communications pieces. The range of our capabilities consist of foilstamping, embossing, diecutting, gluing and folding, laminating, specialty UV coating, screen printing, and litho mounting.

Our markets and products include retail display, direct mail, presentation materials, folding cartons, greeting cards, gift cards, security products, book covers and jackets, along with much more.

If you have prior experience as a Project Coordinator in the graphic arts industry, we invite you to join the MCD team by applying for our Project Coordinator position. Please submit your resume and cover letter.

Primary Responsibilities:

- Responsible for key accounts as assigned. Provide all customer service activities, which include order entry, job planning, order acknowledgement, job check in, specification confirmation, job tracking, problem solving and problem resolution.
- Provide accurate estimates for incoming jobs defined as previous runs. Ability to quote incoming requests with few exceptions. Provide accurate job plans with clear direction for the production floor.
- Provide “job change orders” as required. Edit processes, additional makereadies and runs to correct for changes during production. Communicate and get approval from customer as needed.
- Ability to open, evaluate and discuss a variety of customer supplied files.
- Recommend and implement modifications for product and service improvement based on customer information.
- Complete purchase orders for non-inventory items for jobs as needed.
- Responsible for assuring compliance with all applicable quality system procedures.
- Responsible to recognize and implement changes needed to streamline workflow from customer service to production.
- Responsible for profitability and feedback from their customer group.
- Coordinate press checks with customers.
- Primary contact for sales and assigned customer’s needs.
- Limited travel for occasional customer visits.
- Provide vacation coverage for other members of department when required.
- Other duties as assigned related to this position.

Ideal candidate:

- At least 2 to 3 years of experience as a Project Coordinator in the Graphic Arts industry.
- Strong technology skills
- Strong critical thinking ability
- Strong written and verbal communication skills
- Strong customer service skills
- Ability to multitask
- A desire to learn

MCD is 100% employee owned, making every full-time employee a beneficial owner. With a stake in the company, our team strives to provide the highest level of customer satisfaction possible.

In addition to becoming an owner of MCD, Inc., we also offer 401K retirement savings with a company match of 50% of every dollar you contribute up to 6%. MCD offers competitive wages, health, dental, company paid short and long term disability, paid time off and many other benefits. MCD is looking for motivated individuals interested in growing with our company. Training and development opportunities are available. Join our team in helping make imagination become reality.

MCD, Inc. is an Equal Opportunity Employer and Drug-Free Workplace.

•

Education & Experience

- Prior administrative and project management experience.

Knowledge, Skills & Abilities

- Problem analysis and problem resolution abilities.
- Language Skills: Ability to read, analyze and interpret various types of correspondence. Ability to respond to inquiries or complaints from customers and employees. Ability to effectively present information to customers and management.
- Mathematical Skills: Ability to work with mathematical concepts such as percentages, ratios, and proportions to practical solutions. Basic accounting and financial knowledge. Ability to read dimensions with a scale and perform calculations of measurements in both fraction and decimal format. Conversion of fractions to decimals and vice versa.