



Example of Graphics Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a graphics coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for graphics coordinator

- Together with the Graphics Manager, assigns the appropriate graphics resources, occasional employees and, as needed, freelancers in accordance with their skills, customer requests and creation and production needs (print resources, web, 2D, 3D)
- Evaluates production times for print, web and TV
- Communicates with our suppliers
- Works closely with the production and post-production coordinators to inform them of graphics mandate changes during production in order to optimize production times and ensure schedules are accurate
- Implements the administrative duties as related to the graphics department including pilot production, plate making and proofing for all plants
- Primary point of contact to manage customer accounts by providing value added technical services that strengthen customer relationships
- Participate and support the customer-focused work teams, through positive reinforcement of the work force, constructive critique of the process, and support of departmental goals
- Create graphics related work orders
- Capture project scope and requirements from client
- Liaison between client and artist to facilitate the timely completion of projects and work orders

Qualifications for graphics coordinator

- Proactive problem solving - ability to identify potential issues based on experience/expertise and/or research and effectively minimize negative impact to product integrity/ timing / profitability
- Team player - ability to negotiate and build consensus across multiple functions
- Must have an Associate or Bachelor's degree in Fashion, Design, Merchandising or similar
- Previous experience creating visual merchandising directives is preferred
- Must have intermediate knowledge of Microsoft Office (Word, Excel, Outlook)
- Sports knowledge, including rules of the game and historical information