



Example of Graphics Coordinator Job Description

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Our company is looking to fill the role of graphics coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for graphics coordinator

- Order plates, sleeves and roto cylinders
- Supply accurate and timely quotes for customer requests
- Effectively interact and support customers on a daily basis
- Complete customer and/or third-party graphic requirement surveys
- Ensure artwork meets press print capabilities and productivity standards
- Send Pre-flight artwork to graphics vendors for output of plates, sleeves and roto cylinders
- Order color draw-downs
- Work with Quality Assurance Lab to ensure new items meet customer artwork and color specifications
- Conform to Safe Quality Food (SQF) procedures and policies to assure products are suitable for direct food contact
- Responsible for inspecting and reporting any product quality or food safety issues to the Quality Assurance Manager (SQF Practitioner), Management Team member or lead person

Qualifications for graphics coordinator

- Provide support and backup as needed or assigned
- Bachelor's degree or college diploma in a related field or all other specialized training related to the position (graphic design, VFX, TV/film production, coordination/project management)
- Visual systems for special events, private label, seasonal and store campaigns

- Critical examination and checking