



## Production Coordinator

### Job Scope

As a Production Coordinator/Programmer, you will oversee daily production schedules, manage ongoing and upcoming projects, and ensure a seamless workflow within our manufacturing operations. You will possess a keen eye for detail, excellent organizational skills, and the ability to thrive in a fast-paced environment. If you are passionate about production coordination and programming and have a proactive mindset, we invite you to contribute to our dynamic team.

### Responsibilities

- Develop energy-saving solutions based on the results of site audits and customer requirements. Prepare comprehensive proposals that include financial analysis, potential rebates, and energy savings.  
Create complete submittal packages for customer review.  
Generate material quotes by taking off the required materials or using customer-provided information.  
Negotiate material pricing with agents or manufacturers.  
Evaluate design ideas based on aesthetics, safety, function, serviceability, and budget.  
Understand retrofit product applications and specifications.  
Obtain and review labor pricing.  
Perform interior or exterior site lighting audits.  
Perform any other tasks assigned.

### Requirements

- Proven experience in production coordination and programming, preferably in a Manufacturing environment.  
Proficiency in industry-standard software tools such as FlexiSign, InDesign, Adobe Illustrator, and Photoshop.  
Strong organizational and multitasking abilities, with attention to detail.  
Excellent communication skills and the ability to collaborate effectively with team members and stakeholders.  
Problem-solving mindset and the ability to identify areas for process improvements.  
Knowledge of fabrication processes and materials is a plus.  
Ability to work efficiently under pressure and meet tight deadlines.  
Willingness to travel and work at different company locations as needed.

### Physical Requirements

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Talk, hear, and see (including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus).

Performs light to medium work, exerting up to 25 pounds of force occasionally or a negligible amount of force constantly to move objects.

This is essentially a sedentary role; however, some travel to field locations is required.

This would require the ability to traverse uneven terrain, bend, or stand as necessary.

### Working Conditions

This job operates mainly in a professional office environment, regularly traveling to offsite events and field locations.

This role routinely uses standard office equipment such as computers, tablets, phones, photocopiers, filing cabinets, and fax machines.

Work hours will vary daily due to business needs.