



## Art/Decoration Coordinator (St. Paul, MN)

Storm Creek (PPAI #438091) is a fast-growing, Minnesota-based apparel brand with a compelling niche in three channels: promotional products, retail/resorts, and consumers. Our best-in-class products are delivered with over-the-top service and backed by the Storm Creek Promise. *Our work environment is:* Fast-paced, Collaborative, and Fun. We run our company on the proven Entrepreneurial Operating System (EOS) and all row in the same direction! *Learn more about our company at [stormcreek.com](http://stormcreek.com).*

### Our Core Values drive us daily:

- Always Seek Better
- Have Passion for Growth
- Engage with Purpose
- Think and Be Curious

### Position Overview:

The Art/Decoration Coordinator is an essential leader within our customer operations team and is responsible for managing decorated apparel orders to ensure successful fulfillment and on-time delivery. It is critical that the person in this role has **exemplary organizational skills, attention to detail, outstanding communication skills, and the ability to multi-task**, coupled with a can-do, solutions-driven approach. The goal is exceptional customer satisfaction through accuracy, quality, and timeliness of decorated apparel that enhances the customer's brand.

### Essential Job Duties and Responsibilities:

- Review all components of a decoration order and clarify any questions with customers.
- Review supplied art files. Assist in logo/art/file updates as needed.
- Create customer proofs and obtain approvals.
- Order digitizing for specific garment/fabric properties; select thread colors.
- Order heat transfers/patches and maintain inventory for future orders.
- Traffic all decoration orders from PO to delivery with sense of urgency; keep timelines updated; be able to execute on very tight deadlines.
- Effectively prioritize and schedule all orders; foresee scheduling conflicts and production issues.
- Provide necessary information to decoration vendors to do their best work.
- Hold decoration vendors accountable to maintain Storm Creek standards.
- Respond to customer/sales rep questions about projects, accurately and efficiently.
- Document and maintain the company's apparel decoration processes & procedures.
- Continually research/learn apparel decoration techniques. Maintain detailed knowledge of all fabrics and considerations to achieve best quality decoration on each.
- Maintain customer decoration price lists.
- Establish and review metrics to measure decoration output and profitability. Monitor costs and work with owners to maximize profit.
- Own the relationships with all decorators to achieve a common goal of high quality, on-time decoration.
- Seek out new vendors where needed.
- Collaborate cross functionally with all Storm Creek departments to improve internal processes.

### Skills/Qualifications:



- 5-7+ years of directly-related industry experience.
- Knowledge of decorating processes including embroidery, screen print, heat transfer and laser etching.
- Proficient with Microsoft Office Suite (strong Excel proficiency), fast learner of ERP and Decoration software.
- Graphic design experience and knowledge of Adobe Creative Suite is a strong plus.
- Appreciation for brand standards and duplicating those through decoration.
- An eye for color and ability to match colors across all mediums.
- Hyper-organized with exceptional attention to detail.
- Strong project management focus, able to juggle multiple projects simultaneously.
- Capable of effectively managing vendors to specific standards.
- Contributing team member with strong verbal and written communications skills.
- Ability to work independently.
- Problem-solving skills and comfort dealing with customers' escalated issues.
- Positive attitude and passion for over-the-top service.
- Desire to be part of a growth business and operate in a fast-paced environment.
- Aligned with the Storm Creek Mission and Values

***Please apply via our careers page [here](#). If you have questions, please email [jobs@stormcreek.com](mailto:jobs@stormcreek.com).***