



## Production Coordinator

Our tag line is: “We logo everything.” Promotional Edge, a promotional advertising company, located in San Ramon, is hiring a part-time or full time Production Coordinator. As our Production Coordinator, your job is to help our clients promote their brand and reward their employees through promotional SWAG. We are looking for someone with marketing or promotional experience who can grow with our company. Our office is very fast-paced, and deadlines can be crucial, but we love to have fun and keep it light. This is an in-person position.

### **Responsibilities:**

- Research products, create presentations, prepare quotes, enter and track orders. (No sales involved)
- Coordinate with suppliers to ensure accurate and timely production.
- Packaging and shipping of some orders.
- Light filing and data entry.
- Work on multiple projects simultaneously while meeting strict deadlines.
- Provide additional staff support as needed for sales team, accounting, and marketing staff.

### **Requirements:**

- Must have experience in the promotional products industry and familiarity with ASI, PPAI and ESP.
- Excellent computer skills with knowledge of Word and Excel
- Strong written and verbal communication and grammar skills.
- Flexibility to work more hours to meet deadlines during the busy seasons.
- Excellent work ethic and willingness to work in a team environment.
- Be self-directed, motivated, and require little direction and supervision.

Work Hours: Monday – Thursday 9:00am-3:00pm for Part Time position

Opportunities for team bonuses

Contribution to an IRA available

Send resumes to: [Info@promotionaledge.com](mailto:Info@promotionaledge.com)