



## **Job Posting**

Job Title: Production Coordinator  
Department: Production  
Reports to: Director of Operations  
Location: Minnesota, USA (In Office)

### **Job Summary :**

The Production Coordinator will be responsible for providing administrative and operational support to keep production operations running smoothly and efficiently. This role will create and maintain computer-based reports, run shipping labels, capture critical daily data needed to make informative company decisions, and handle other operations tasks as assigned. This may include filling in on the production floor in the event of production employee absences or when additional support is needed to meet production deadlines.

### **Responsibilities:**

- Drive smooth daily operations by providing administrative support across purchasing, production, shipping, receiving, and warehouse functions.
- Streamline order processing by managing document creation, updates, distribution, and fulfillment with accuracy.
- Maintain computer-based reports, production logs, and KPIs to support leadership decision-making and continuous improvement.
- Organize and safeguard digital and physical files to ensure quick accessibility and compliance with company standards.
- Coordinate with supervisors to align labor, materials, and resources for efficient production scheduling and order delivery.
- Support production workflows by stepping into floor operations when required to meet deadlines.
- Partner with warehouse and logistics teams to track shipments, reconcile inventory, and resolve fulfillment issues.
- Contribute to process improvement initiatives that enhance efficiency, reduce costs, and improve communication across departments.

### **Requirements**

- High School Diploma or equivalent required; post-secondary training preferred.
- 1+ years of administrative support experience in a business-to-business company.
- 2+ years of post-high school training or equivalent administrative support experience preferred.
- Strong computer proficiency with Outlook, Excel, Word, Microsoft Teams, and other production-related tools.
- Typing proficiency of 40–60 words per minute or more.
- Strong organizational and multitasking ability with proven time-management skills.



- Excellent written and verbal communication with a collaborative and positive approach.
- Ability to work independently and in team-based environments with minimal supervision.
- Willingness to learn, adapt, and think creatively to solve problems.
- Proven ability to maintain accuracy while managing multiple priorities in a fast-paced setting.

### **What To Expect**

- Comprehensive health, dental, and vision benefits following probationary period
- Employer matching of employee 401(k) contribution
- Supportive work life balance; flexible work schedule
- In-office position in Sauk Rapids, Minnesota

**Job Types:** Permanent, Full-time

### **Benefits:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Optional Insurance Benefits

### **Schedule:**

- 8-hour shift