

PRODUCTION COORDINATOR

Bish Creative has a deeply established reputation for award winning merchandising and marketing execution with recognizable brands, in all retail segments. Bish Creative's core values and pillars for excellence (Customer Service, Innovation and Technology), provide a culture where breaking barriers is fun, creative solving is welcomed, and nothing is impossible!

Role and Responsibilities

As a Production Coordinator, this professional has ownership for all aspects of the production of a project. The Production Coordinator will be a member of the Vice President of Acct Management's Staff and will assist various members of the Account Management team. This position is a stepping stone to our Account Manager position.

Specific responsibilities will include, but are not limited to:

- Under the direction of an Account Manager, the PC's role will begin after a project has been developed, prototyped, and approved to progress to production. The PC will assist in ensuring all necessary components are ordered and coordinated to arrive for on-time delivery. The role includes daily interaction with account managers, design/engineering team, and suppliers. Netsuite work on the projects will be a big component of the position.
- The PC works closely with the Logistics Manager and the warehouse team to coordinate shipping, tracking, and costs of the outgoing freight.
- Once the project has been shipped, the PC will work with accounting to complete accurate invoicing.
- Complete occasional project estimates under Account Manager's guidance.
- Complete all other duties as assigned.

Specific job qualifications include:

- The chosen candidate will office at Bish HQ in Lake Zurich, IL. Frequent face-to-face interaction with the team is key to success. A hybrid model of 3 days in-office and 2 days work-from-home is available after a training period.
- Strong project management and team player skills required along with an ability to manage multiple projects and tasks.
- This individual should be a self-starter, able to work independently with minimal direction.
- Background in displays, printing, creative, or promotional merchandise is preferred but not required.
- The successful candidate must be able to work in a fast-paced environment and be able to switch gears fast whenever required.
- Candidates should have excellent organization and planning skills as well as the ability to manage priorities effectively.

- Netsuite experience is preferred but not required.

Experience and Education Requirements

- Associate or Bachelor's degree required
- Entrepreneurial spirit, ability to work as an owner of the company, driven by total results
- Strong written and verbal communication skills are needed
- Technically savvy with Excel, MS Teams, PowerPoint, and Outlook
- Proven ability to build relationships outside, and within, the company
- 5-10% Travel