

Project Coordinator

Type: Full-time · **Location:** Remote, North Macedonia · **Hours:** 7:00 AM–3:00 PM US Eastern (1:00 PM–9:00 PM Skopje) · **Compensation:** \$1,000-\$1,500

About the role

Restaurantware produces custom printed labels, packaging, and related products for the foodservice world. The Project Coordinator is the person who keeps those orders moving — from the first client conversation through production scheduling all the way to dispatch.

You'll sit at the center of it: clients on one side, vendors on the other, and our pricing, design, and operations teams in between. Most of the work is coordination. You'll confirm what a client actually needs, get accurate quotes out the door, make sure the press schedule reflects reality, and untangle the delays that inevitably show up between those steps.

It's the kind of role where nothing gets built without you, and the people who enjoy it tend to be the ones who like seeing a messy thing become an orderly one.

This is an entry-level position, and we mean that — we're looking for organization, follow-through, and a good eye for detail rather than a printing background. We'll teach you the rest.

What you'll do

Order execution

- Ensure custom print orders are dispatched on schedule.
- Work with clients to gather requirements, confirm specifications, and set delivery timelines.
- Track orders through production and communicate status or delays before they become problems.

Production and vendor coordination

- Maintain and update the daily press schedule in coordination with the Onshore Customizable team.
- Order and track printing aids, tools, and materials from vendors.
- Work with pricing, design, and operations to clear bottlenecks and improve turnaround times.

Pricing and quoting

- Estimate costs and prepare quotes for in-house custom print jobs.
- Conduct pricing and competitor analysis for new print products.

Process and product development

- Participate in ideation sessions for new custom print products.
- Propose and document Standard Operating Procedures to improve production efficiency.
- Create production templates and integrate them into the workflow.
- Balance speed and accuracy when rolling out new templates, so timelines hold without sacrificing print quality.

What we're looking for

- 2-4 years of experience in project management, operations, customer service, or a related role
- Strong organizational skills and the ability to track many open orders at once without losing detail
- Clear written and verbal communication with clients, vendors, and internal teams • Comfort with numbers — you'll be estimating costs and building quotes regularly • Attention to detail; in custom printing, small specification errors are expensive to correct • Proficiency with spreadsheets and willingness to learn new production and project management tools
- Ability to work across time zones with the onshore team

Helpful but not required: exposure to print production, packaging, or manufacturing; experience with vendor management; familiarity with design files and prepress terminology.

How to apply

Send your resume with a short note describing a time you managed several deadlines at once and how you kept track of them.