

Project Coordinator

Type: Full-time · **Experience:** 2–4 years · **Compensation:** \$1,000-\$1,700

About the role

Customizable produces custom printed labels, packaging, and related products. The Project Coordinator keeps those orders moving — from the initial client conversation through production scheduling to dispatch.

The role sits between clients, vendors, and the internal pricing, design, and operations teams. Most of the work is coordination: confirming what a client needs, getting accurate quotes out, making sure the press schedule reflects reality, and resolving the delays that come up between those steps.

This is an entry-level position. We're looking for organization, follow-through, and attention to detail rather than prior printing experience.

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.