



## **Job Description**

Position: Print Production Coordinator

Reports to: Vice President & Sales Coordinator

Division: Creative Services

## **Focus**

Work in the Creative Services department to support production of Sharpe group gift planning print products. This position is full-time and located at the Memphis, TN headquarters of Sharpe Group.

## **Responsibilities**

- Receive customer publication orders via phone, email, ecommerce and interoffice and enter into QuickBooks
- Coordinate production of customized print pieces, which includes working with both customer and graphic designer, proofing and sending imprints to customer for final approval, and working with printer to fulfill orders
- Maintain accurate inventory levels in QuickBooks
- Generate various weekly sales reports
- Assist the Vice President & Sales Coordinator with other duties as needed

## **Experience and Skills**

Specific skills/experience required include:

- A Bachelor's or Associate's degree with demonstrated ability to think both qualitatively and analytically
- Experience in customer service
- Must be detail oriented
- Good organizational skills and willingness to be a team player
- Ability to manage multiple, fast-paced deadlines
- Experience in QuickBooks, Microsoft Dynamics CRM, Microsoft Excel and InDesign a plus
- Knowledge of digital and commercial printing a plus

### **Company Information**

Since 1963, Robert F. Sharpe & Company, Inc./Sharpe Group has helped ensure the financial security of thousands of Americas' educational, healthcare, religious, social service and cultural institutions.

View our company website for a more comprehensive view of Sharpe Group and the clients we serve: [www.SHARPEnet.com](http://www.SHARPEnet.com).

### **How to Apply**

Send resume and cover letter to:

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