

# **Graphic Design & Production Coordinator**

## **5678 Solutions | Oklahoma City, OK**

Position Type: Full-Time

Hours: Monday–Friday, 8:30 AM–5:00 PM

Pay: \$20–\$25 per hour (based on experience)

### **About 5678 Solutions**

5678 Solutions specializes in custom cheer and spirit products, including signs, flags, banners, shoes, and bags. We work closely with schools, teams, and organizations to create high-quality, visually impactful products that elevate performances and events.

### **Position Overview**

We are looking for a detail-oriented and creative Graphic Design & Production Coordinator to join our team. This role is ideal for someone with experience in Adobe Illustrator—or someone eager and willing to learn. You will play a key role in turning customer orders into production-ready designs and ensuring orders are accurately prepared, packed, and shipped.

### **Key Responsibilities**

- Design custom signs, flags, banners, and other spirit products using Adobe Illustrator
- Receive and process customer orders accurately
- Create invoices and manage order details
- Prepare and send artwork files to production partners
- Review finished products for quality and accuracy upon arrival
- Package and box completed orders for shipment
- Prepare orders for shipping to customers
- Communicate with internal team members to ensure timelines and quality standards are met

### **Qualifications**

- Experience with Adobe Illustrator preferred (candidates willing to learn will be considered)
- Experience with Canva for creating social media graphics and visual content
- Strong attention to detail and organization
- Ability to manage multiple orders and deadlines
- Basic computer and invoicing skills
- Comfortable working in a fast-paced, hands-on production environment
- Ability to lift and package shipped products as needed
- Reliable, punctual, and team-oriented

### **Benefits & Time Off**

Employees accrue Paid Time Off (PTO) at a rate of 8 hours per month of vacation and 8 hours per month of sick leave. Health insurance benefits are not included with this position.

### **Why Work at 5678 Solutions**

- Consistent weekday schedule (no nights or weekends)
- Competitive hourly pay based on experience
- Creative, collaborative work environment
- Opportunity to grow skills in design, production, and operations
- Work directly with products that support schools and athletic programs