

Frame Room Production Coordinator

If you have 2-5 years of experience in a custom picture framing environment and are looking for the 'next step' in your career, this may be an ideal opportunity for you. To succeed in this role, you will be a motivated, organized, and positive individual who thrives in a fast-paced environment. If you are excited about contributing to a high-performing team and the opportunity for growth, we'd like to hear from you!

The Frame Room Production Coordinator role supports our expanding Frame Production Department. This is a critical connection between customers, project managers, and production, ensuring framing orders are entered accurately, estimates are prepared efficiently, and projects move smoothly from intake through completion.

Key Responsibilities:

- Accurately enter all framing department orders using our internal software (LifeSaver).
- Communicate clearly and professionally with project managers and customer points of contact regarding timelines, estimates, and order status.
- Create detailed framing estimates for project manager review and approval.
- Work closely with the framing and production teams, assisting with intake, coordination, and shipping support as needed.
- Support the continued growth and efficiency of the Frame Production Department through teamwork and proactive problem-solving.

Skills & Qualifications:

- 2-5 years of experience in a custom framing environment
- Highly organized with strong attention to detail
- Ability to manage multiple tasks in a fast-paced production environment
- Strong communication and customer service skills
- Positive, friendly demeanor with a team-first mindset
- Passion for framing and craftsmanship
- Prior knowledge of framing processes and materials preferred
- Comfortable learning and using production and order management software

Growth & Advancement Opportunity:

This role is designed for a go-getter—someone who is self-motivated, driven, and eager to grow. High performers in this position can leverage their success into leadership and management roles within our production group.

Benefits:

- 401(k) & 401(k) matching
- Health, Vision, & Dental insurance
- Employee discount
- Life insurance
- Paid time off
- Referral program

To apply please send resume to: humanres@geminibuildsit.com