

Position: Production Coordinator



COMPANY

10K Research and Marketing is a growing technology company working primarily with residential real estate information in the U.S. and Canada. We partner with REALTOR® associations, MLS organizations, brokers and other real estate companies, to create visually compelling interactive tools, research reports and infographics. 10K is a division of the Minneapolis Area Association of REALTORS®. Learn more about our company and team at www.10kresearch.com – but not before you read this...

DESCRIPTION

An experienced, full-time Production Coordinator will join the 10K team as a hero. This important role has fast become an essential piece of our team puzzle. Our growing list of clients, projects and deliverable products needs an organized mind and a keen eye. The Production Coordinator will report to 10K's Client Manager. The job will include, and is not limited to, the following responsibilities:

- Managing monthly production plan and schedule
- Distributing electronic products to clients
- Assuring quality of all deliverables
- Serving as liaison between client needs and staff implementation
- Initiating product quotes and assisting with sales leads
- Coordinating new client onboarding and product creation/revision procedures
- Maintaining a client database consisting of contact information, product orders, contract dates, and more

COMPETENCIES

The candidate with the best chops will demonstrate the following competencies:

- Proven excellence at project management and coordination.
- Quick and accurate communications about project changes and progress.
- Efficient use of time supported by workable implementation plans.
- Ability to keep work teams on track to meet deadlines without being an overbearing bully.
- Experience with copyediting and/or analyzing materials for discrepancies.
- Detail-oriented and comfortable with a fast pace.
- Organized. Period.
- Willing to own and evolve this job position while putting client needs front and center.
- Having a desire to promote and improve product quality ahead of a "just get it done" attitude.
- Demonstrated accuracy and thoroughness.
- Mad customer service skillz. Effective, enjoyable communications with clients and the 10K team is essential.
- Proficiency with Microsoft Excel is pretty huge; we all work in it **a lot**.
- Easy comfort with Word, Outlook and PowerPoint is going to help.
- Having the ability to readily pick up new software programs will help, too.

Just a few more things...

BLAH (YOU KNOW WE WANT THIS, BUT WE WILL LIST IT ANYWAY)

- **Interpersonal:** Remain open to other ideas and try new things.
- **Oral communication:** Listen, get clarification, respond well to questions and participate in meetings.
- **The written word:** Be clear and informative with good spelling and grammar; present numerical data effectively.
- **Motivation:** Set and achieve challenging goals while demonstrating persistence and overcoming obstacles.
- **Professionalism:** Approach others tactfully; react well under pressure; accept responsibility; follow through.
- **Adaptability:** Accept that change is inevitable; manage competing demands; deal with unexpected events.
- **Dependability:** Respond well to direction and instruction; our small but driven team depends on each other.
- **Innovation:** Display original thinking, creativity and resourcefulness; develop innovative approaches to your job.
- **Humor:** Have a sense of it.

EDUCATION AND / OR EXPERIENCE

- Bachelor's degree and experience working with real estate information is preferred but not required.
- 2+ years of related experience in project management or production coordination.

COMPENSATION

- Company offers competitive salary and an excellent benefits package.

APPLY

Please send your resume via email to Breanna Vanstrom at breannav@10kresearch.com by February 3, 2012.

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