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| Position: Coordinator, Artwork Management | |
| Division: Corporate | |
| Department: Packaging Operations | |
| Location: New York | |
| Recruiter: eljobsearch@estee.com | |
| Description | |
| <p>This position involves providing administrative support for the ED and Director's. Candidates must be experienced, independent, and have the ability to independently manage multiple tasks efficiently. Duties will include coordinating meetings, interface with multiple departments, tracking budgets, maintaining supplies, submitting expenses, assisting with various reports.</p> <ul style="list-style-type: none"> • Administrative: • Budget review, confirm & track certain line items within the departmental budget. • Purchase office supplies & reconciling against budget. • Issue PO's when needed for special projects. • Route and track PSR's and other related forms. • File expense reports. • Maintain the department's vacation schedule. • Coordinate Special Projects and Artwork Management meetings. • Add PTE (part time employees) for Pkg Ops group to the systems. • Travel arrangements as required. • Reports: • Artwork Management Packaging Performance report. • Packaging Operations Performance Report. • Office Automation (computer hardware & software). • Track hardware within the Packaging department. • Purchase new & replacement hardware & software through IS. • Coordinate computer moves. • Projects: • Support Artwork Management and Special Projects Teams as needed. | |
| Qualifications | |
| <ul style="list-style-type: none"> • Position requires minimum of 1 year business experience. • Candidates must have exceptional communication skills. Be highly organized, and comfortable with systems. | |