



Workflow Coordinator

Company Description

C.O.nxt is a 100% employee-owned communications agency full of farm kids and foodies coming together to create fresh and unexpected solutions driven by deep insight and strategy. We serve purpose-driven brands who stand out in the ag and food industries—from the seed in the ground to the steak on the plate—because that’s what we’re passionate about. Full service. Full hearts. For the love of food.

Position Description

As a Workflow Coordinator you will help plan timelines, estimates, and keep track of budgets. Your organizational skills make things happen on time and under budget. You will work closely with our Workflow Team across all departments and help manage projects for clients throughout the food and ag system.

What Makes This a Great Opportunity?

- You will be part of a mission-focused team-based agency that is a strategic marketing and communications consultant for leading brands spanning food and agriculture.
- Culture of positive core values—Caring, Courageous and Committed—used to guide interaction with clients and each other.
- Continuous learning environment valuing ideas, collaboration and results.
- Casual, friendly work environment with flexible work options.
- Dogs every day—employees can bring their dogs to work any day of the week.

Essential Responsibilities

- Create detailed timelines and project estimates and make sure that work is assigned and distributed appropriately.
- Facilitate budget tracking throughout development of projects and deliver out-of-scope alerts and change orders.
- Work collaboratively with all departments including client service, creative, production and digital teams, and public relations.
- Actively traffic all assigned projects through each step, ensuring each is delivered on time and within budget.
- Oversee incoming requests from client services with follow-ups with appropriate team members and receipt confirmation with schedule.
- Bonus: Assist production manager with print and production jobs and work with outside vendors and create POs.

Experience Needed:

- 3+ years of work experience in workflow/project management; knowledge of digital work processes preferred.
- Proven track record of success managing projects in the digital space.
- Multi-dimensional planner and proactive problem solver.
- Familiarity with project management workflow and tools.

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- Ability to rapidly adapt and respond to changes in environments and priorities.
- Excellent communication and organizational skills.
- Ability to elicit cooperation from all teams involved in a given project.
- Print production knowledge.
- Agency experience preferred, but not required.
- Bachelor's Degree required.

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