



Project Services Coordinator (PSC)

Creative Sign Designs is actively looking for a Project Services Coordinator (PSC).

Creative Sign Designs, with national headquarters in Tampa, specializes in turnkey architectural signage solutions. Creative Sign Designs provides consultation, design, project management, fabrication, and installation services for a full line of interior, exterior and digital sign products. With more than 25 years experience providing architectural sign solutions, Creative Sign Designs is capable of successfully managing local, regional, and national projects.

POSITION: Project Services Coordinator (PSC)

RESPONSIBILITIES: Primary responsibilities include serving as main liaison between sales account managers and production team, in order to expedite sales orders through numerous internal and external processes. Our PSC' assist with estimating, permitting, some design, and sales order entry for our diverse architectural sign product lines, including directional and wayfinding, channel letter, electrical, traffic, post & panel signs, and more. Project Service Coordinators order outsourced materials and services and ensure all production paperwork is completed accurately and timely.

QUALIFICATIONS: 2+ years of experience in a project management or sales assistant role, focused on interior and exterior signage (or similar products and services), is required, plus a High School diploma or GED. Experience with MAS 200, Microsoft CRM, Corel and other software is preferred. Teammate must have a desire to contribute to the overall success of the company and to improving all key performance metrics. Selected candidate must pass a pre-employment drug screen and background check.

OUR TEAM: Creative Sign Designs is the leader in turnkey signage projects. We do it all...Consult, Design, Fabricate, Install. Our product lines include ADA, interior, wayfinding, electrical channel letters, monuments, pylons, DOT signs and much more! We are always looking for the right players to add to our team to help provide exceptional service to our customers. Learn more at www.CreativeSignDesigns.com.

TO APPLY: E-mail your resume to Cole@CreativeSignDesigns.com. Qualified candidates will be contacted to arrange an interview.