

Rockpointe is an established medical education company in Columbia, MD that plans and implements live educational activities, online educational programs, and publications for healthcare professionals. We are a small, but growing company that takes pride in our quality of work, our innovation, and our belief in a team environment.

We have an immediate need for a full-time Production Coordinator who will help us exceed client expectations.

The Production Coordinator, in collaboration with team members, and under the oversight of the Program Managers/Senior Production Coordinator, coordinates print and online production and helps manage outside vendor relationships. The Production Coordinator also handles additional aspects of audience generation projects including some social media and marketing.

Success in this position requires strong project management skills and familiarity working with and monitoring budgets and expenditures. An applicant must also be able to effectively communicate and negotiate with vendors. Strong computer skills including Word, Excel, PowerPoint, Adobe Acrobat and web-based learning management systems is a requirement. A successful candidate must also be organized, flexible, self-motivated, a problem solver, and enjoy a fast-paced work environment. Word Press knowledge/experience is a plus, but not required.

Candidates with a Bachelor's Degree (B.A.) from a four-year college or university, or two years related experience and/or training; or equivalent combination of education and experience will be considered.

Experience with, and enthusiasm for, working in a highly collaborative team environment with significant personal accountability and responsibility is essential.

Competitive salary and benefits. Telecommuting options are available.

If interested, please respond with your resume, salary expectations, references, and availability to [careers@rockpointe.com](mailto:careers@rockpointe.com).