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# Example of Coordinator, Production Coordinator Job Description

Our growing company is searching for experienced candidates for the position of coordinator, production coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for coordinator, production coordinator

* Provide administrative and production support
* Manage team travel arrangements when required
* Conduct preliminary review of US Final Copy documents in conjunction with DTO2s to identify potential challenges for International layout
* Prepare proposed International copy templates and supporting documents for review with the International Graphics Manager and International Brand Merchant
* Coordinate and track consolidated translation requests for all brands
* Maintain updated multi-language master copy templates for all brands, ensuring consistency of translations and organization of server
* Review and approve monthly invoices for translation services
* Aid in the collection and tracking of all assets required for mechanical creation
* Maintain International Artwork Tracker on a daily basis
* Add new projects based on CSG Notes & International Project List

## Qualifications for coordinator, production coordinator

* Ability to monitor and advise on quality control issues relating to established specifications and industry standards for prepress, printing and manufacturing
* Strong interpersonal skills and ability to work effectively in a small team environment and with diverse groups of people including advertisers, agencies, outside vendors and departmental staff
* Ability to handle multiple demands calmly and efficiently, while maintaining attention to detail and follow through
* Ability to adapt to the requirements of a fast-paced department with constantly changing needs
* 4-color magazine pre-press, printing and manufacturing experience preferred
* Ensure in-house tracking systems (Google docs, ) properly reflect products current status and reconcile any discrepancies daily