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# Example of Coordinator, Production Coordinator Job Description

Our innovative and growing company is looking for a coordinator, production coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, production coordinator

* Ensure NUSUs (New User Set Ups) have been completed in advance
* Assist HR with team transfers/exits
* Assist team members with general HR and payroll related inquiries
* Submit Oracle account set-up requests for team members and provide initial training on iExpense reporting tool
* Complete and submit iExpense reports on behalf of Sr Exec team (as needed basis only)
* Monthly reconciliation of Corporate AMEX T&E card and Pcard
* Purchasing – office supplies, team snacks, misc
* Coordinate Catering for meetings and team events
* Plan and coordinate team building events and activities in addition to chairing the EASocial Committee
* Purchase team swag, business gifts, and special occasion gifts

## Qualifications for coordinator, production coordinator

* Excellent communication skills and an approachable attitude within the team and other internal departments is a must
* Self-motivated, and eagerness to learn
* A confident, creative problem solver who is inspired to work on innovative concepts that may not been a known entity
* Maturity and discretion with confidential information
* Interested in design, fashion news and developments
* Good sense of humor and radiates enthusiasm