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# Example of Copy Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of copy coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for copy coordinator

* Share an enthusiasm for online content, including news websites, blogs and social media
* Performs printing jobs from start to completion on deadline, without compromising quality
* Troubleshoots production issues, including issues with corrupt files or images, delegating all customer communication to Customer Service
* Maintains equipment and troubleshoots run-of-the-mill issues, coordinating with Production Manager on service-call needs
* Proactively monitors production supplies inventory and communicates low inventory to Customer Service for re-ordering
* Identifies and communicates opportunities for improvements and/or enhancements to production methodologies and procedures to the Production Manager
* Adheres to waste reduction techniques and guidelines
* Prepare short form content for scheduling by creating cutlists in VPMS and final approve QC, ensuring that assets live up to broadcast standards and are compliant with the relevant broadcast regulatory body
* Subject to channel related and seasonal fluctuations, the Lead Copy Coordinator may also contribute to the end-to-end previewing process of long-form program material
* Troubleshoot and communicate any issues with workflows and systems to other Leads and/or Supervisors

## Qualifications for copy coordinator

* Manage projects within approved budgets and deadlines
* One (1) year experience in copy center environment
* Above-average ability to maintain effective working relationships with a diverse population (young student workers, long-term staff, new hires, temporary workers, the public)
* Possess a flexible attitude
* Ability to be self-directed and work with minimal supervision
* Must be able to meet or exceed goals and deadlines