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# Example of Production Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of production assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for production assistant

* Responsible for logging of material for post-production
* Create and maintain necessary documents for product development, production, and tracking of prototypes
* Attend all fit sessions to ensure product is on proper timeline and ready for production
* Communicate with teams cross-functionally to obtain necessary information to meet deliverables
* Ensures all pre-production system requirements for adoption are updated
* Provide clear, concise communication to the Producer all internal team members and external vendors/partners
* Manage allocated responsibilities from the Production team and contribute to regular department and briefing meetings
* Assistant to Production Director and support to the wider Production team
* General housekeeping duties such as maintaining the central information archive and project databases, filing content and production documents
* With direction, source and obtain props equipment and locations for shoots, research tools and materials and new suppliers

## Qualifications for production assistant

* Must be a member or be willing to become a member of the IBEW union
* Experience with PDF acrobat professional required
* Excellent project management abilities and attention to detail
* Must be willing to work in McAllen, TX
* 1+ years experience in a high-volume, fast-paced Distribution Center or other equivalent environment
* Demonstrated decision-making, problem-solving, prioritization and planning skills