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# Example of Production Assistant Job Description

Our innovative and growing company is looking to fill the role 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

* Acts as back up for the Wine Tracking Coordinator utilizing AS400 wine tracking system
* Coordinates meeting arrangements, reserves meeting locations, rents equipment, sets up rooms/equipment and organizes meals/refreshments
* Coordinates and creates the weekly communication slide show
* Assists in the generation of Raise the Bar management reports on a bi-weekly basis
* Manages the capital tracking system including filing and data entry pertaining to CIM’s, P.O
* Receives purchase orders in JD Edwards for capital and indirect purchases
* Assembles and inputs KPI information into data tracking sheet for all utilities and solid waste
* Assists in the coordination of on-boarding interns during harvest including housing-sourcing, and transportation to appointments
* Responsible for retrieving and distributing mail from mail box and P.O
* Acts as the point person for paycheck distribution to managers

## Qualifications for production assistant

* Must be able to work flexible hours including weekends, holidays and overnights and to return to work in emergencies depending upon news coverage
* Minimum of one year news experience in segment and show producing within a highvolume environment
* Bilingual in Korean and English is preferred but not necessary
* No prior experience required in the production field
* 1 year previous work experience preferred
* Experience using Final Cut, Photoshop, After Effects and/or Avid a plus