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# Example of Production Controller Job Description

Our innovative and growing company is searching for experienced candidates for the position of production controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production controller

* Through use of radio, telephone, intercom, e-mail, personal contact with production supervisors, technicians, review of work documents and statistical listings, determines status of aircraft
* Requires detailed production process knowledge and advanced knowledge of Capacity Planning, Production Activity Control, and systems and technology
* Accomplishes aircraft debriefing to ensure malfunctions identified by aircrews are properly reported and documented
* Capacity planning and production activity control
* Ensure production orders are completed on schedule
* Release production orders for manufacturing
* Responsible for detailed planning and control of production orders as they progress to completion
* Manage approvals and deadlines by trafficking requirements to ensure assigned lead times are met
* Own and maintain print order and distribution documentation
* Coordinate the reprinting of backlist titles to ensure good quality stock purchased at the best price is available for sale when required

## Qualifications for production controller

* Negotiation skills – confident negotiating at all levels
* Innovation & Creativity – able to think creatively and find innovative solutions to problems
* Self Motivation – hard working and professional
* Extensive knowledge of pre-press, web offset, sheet fed litho printing and binding
* Comfortable managing complex print projects from inception to final delivery
* Confident processing advertising materials and able to troubleshoot files using pre-flight software (ideally Pitstop Pro)