Downloaded from <https://www.velvetjobs.com/job-descriptions/supv-production>

# Example of Supv Production Job Description

Our growing company is looking to fill the role of supv production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supv production

* Supervises the administration and coordination of departmental information systems
* Works in conjunction with Information Services Project Manager for systems implementation including identifying necessary resources, determining resource schedules and defining milestone achievements
* Maintains databases(s) supporting system solutions
* Establishes quality checks and verification points for database accuracy
* Performs system data-entry
* Designs and implements systems-related training for all staff on computers, systems, and system-generated management tools
* Provides support on system and data base functionality to end-users
* Assists in troubleshooting systems issues
* Works in conjunction with Information Services to identify and evaluate hardware and software to provide appropriate business solutions
* Acts as departmental liaison with Information Services Department

## Qualifications for supv production

* Acts as primary point of contact with software vendors
* Develops downtime procedures for department
* Participates in creation and maintenance of departmental policies and procedures relating to management tools and system use
* Performs additional responsibilities as necessary
* Personal computer hardware
* Local area networks (Novell, Windows NT, or UNIX) MS-DOS