



Example of Coordinator, Production Coordinator Job Description

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Our company is searching for experienced candidates for the position of coordinator, production coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for coordinator, production coordinator

- Partners with Technical Design in daily production fittings via video conference
- Book and track travel, handle travel logistics for Production Team
- Reconciliation of Corporate and Production Credit cards creating vendor PO's
- Coordinating the processing of material starting with the creation of the EMR through final checking
- Delivering required material to the network and to the Animation Director for slugging
- Confirming shipments to overseas animation studios (via ICS and electronic upload) using proper confirmation forms
- Completing script and storyboard breakdowns for models, props and background designs
- Assisting on special projects for festivals, awards and network promotions
- Daily internal communication with sales and design teams and external communication with our overseas factories
- Tracking and coordinating sales samples for meetings, tradeshow, and customer style outs

Qualifications for coordinator, production coordinator

- Minimum 2+ years of previous administrative assistant and/or on-set

- Microsoft platform and VMWare expertise and/or certification is required
- Five (5) years' experience as a Systems Engineer
- Creation and maintenance of seasonal line sheets based on design specs
- Schedule meetings at the request of the Manager and Lead(s)