



## Example of Coordinator, Production Job Description

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Our growing company is looking for a coordinator, 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 coordinator, production

- Manage production schedules according to priority and ensure adherence to schedule
- Manage all quality control and coordination throughout the production process of localizing Japanese Anime IPs into North American and international products
- Assist Production Manager with the development/implementation/continued utilization of OBI productivity utilization tools
- A talent relations production coordinator position exists as a means to support the overall internal Turner Sports talent team who manage 30+ full-time and guest on-air personalities across Turner's sports properties, including the NBA, MLB, NCAA, eLeague and professional golf
- Assist in the coordination and upkeep of computer network, online communications and files
- Works to maintain and enhance the Best Practice area the overall BRC space and visual presence
- Review open orders on a weekly basis and communicate with vendors on orders that are not tracking on schedule
- Research potential guests and ideas for various special projects
- Assist with executive reports as requested
- Coordinate and update information on contributors for network directory

### Qualifications for coordinator, production

- High proficiency in Excel (must be proficient in creating complex pivot tables, macro and v-lookup formulas)
- Computer proficient - Microsoft Office (Word, Excel, Power Point) and Outlook
- Maintain records and report on the status of assigned departments
- Experience with M3 ERP systems a plus
- Coordinate bookings and travel for guests as necessary