



Example of Entry-Level Production Job Description

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Our innovative and growing company is looking for an entry-level production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for entry-level production

- Be able to accurately perform board inspections and accurately measure objects using a standard tapes measure and a six inch scale
- Be able to operate a tow motor and obtain license
- Answering Phones/Emails/Walk-Ins
- Learn Production Process
- Work to produce internal graphics for sales/marketing department - images, layouts, outputs, press checks, and point-of-purchase/retail environments/client branding collateral graphics
- Maintain design integrity throughout the production process
- Working closely with the design team to execute client revisions to designs
- Ensure design department upkeep and organization
- Work closely with the project manager and fabrication engineers to ensure that all information necessary for the successful production of the design elements is clearly maintained through project completion
- Partner with Batch Technology Support to debug and resolve technical and data inquiries for the Batch customer base

Qualifications for entry-level production

- Able to work overtime, holidays, night shift and some weekends
- Able to work in extreme temperatures, dusty and noisy conditions, while wearing safety protective equipment
- Able to perform essential job functions of the position, which may include

- Resume required to be considered for this position
- Must personally complete the employment application