



Example of Post Coordinator Job Description

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Our innovative and growing company is hiring for a post coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for post coordinator

- Coordinates demand between the Supply Chain Manager, Master Scheduler, Production Planning/Control, Engineering, Procurement and Operations Teams to improve plant performance (Safety, Quality, Delivery and Cost)
- Gathers and interprets relevant plant and supplier data (costs, productivity, demand patterns)
- Monitors schedule compliance of suppliers
- Create and distribute open milestone report
- Coordinate creation of internal system accounts (new and updated users)
- Accumulate and use paid leave
- Participate in VRS state retirement, life insurance, and related plans
- Participate in the Virginia Sickness and Disability Program
- Are eligible to participate in the state health plan and flexible benefits program (paying the employee and employer share of premiums)
- Are subject to the provisions of all DHRM policies

Qualifications for post coordinator

- Skills – Strong typing and computer skills (Microsoft Word and Outlook), Strong communication skills, Must be well organized and detail oriented
- They will address problems through risk assessment and contingency planning while simultaneously presenting solutions and/or options to Leadership

- Minimum of 1 – 2 years of experience in Post Production with knowledge of dubbing, subtitling, graphic localization, and d-cinema mastering
- Personable characteristics, as well a team player
- Computer literacy in Microsoft Outlook, Word, Excel, and Powerpoint