



# Example of Production Coordinator Job Description

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Our growing company is looking for a production coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production coordinator

- Provide quality control for digital ad materials, including responding to queries related to mechanical and digital advertising specifications for advertisers, agencies, and vendors
- Assist with conferences and events and planning coordination when needed
- Captures Sales projection updates and ensures vendors receive and confirm updates
- Reviews ATS on a weekly bases to ensure major issues are identified
- Tracks and ensures timely receipt of all testing reports
- Stays in communication with Logistics on status of freight movement and approvals
- Receives shortage reports and communicates with Customer Service as needed
- Follows up with vendors on ready dates on shortages
- Creates cost negotiation charts, delivery confirmations, and prices
- Updates PO cxl and eta dates if extensions needed

## Qualifications for production coordinator

- At least one-year experience in television or film production or equivalent education and experience required
- Strong organizational ability to prioritize multiple tasks and meet deadlines
- Minimum 2 years of experience film & video production experience
- Knowledge of production logistics and current industry standard practices
- Strong online/digital media landscape knowledge and technical savvy desired

