



Example of Production Services Job Description

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Our growing company is searching for experienced candidates for the position of production services. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production services

- Possesses high-level managerial skills, production knowledge, and technical expertise to flag potential problems and identify issues that may arise in the production and delivery process
- Acts as liaison with external packaging manufacturers, pre-press and print vendors, digital/print and media groups, creative agencies, and various trade and consumer publications to facilitate seamless interface between all applicable parties
- Approving, coordinating, and tracking PTO for the staff
- Collaborating with management and partners to make effective scheduling decisions
- Make specific task assignments based on skills and project needs
- Provide manager support in regards to scheduling decisions, reporting details for allocations
- Providing constructive feedback on the quality and content of the stories to staff on a regular basis
- Active participant in the recruiting and hiring process for your team
- Attending daily production meetings
- Collaborating with partners on quality and presentation of content

Qualifications for production services

- Must be able to collaborate with other members of team and promote unity with all team efforts

- 7+ years of relevant IT experience (SDLC- Waterfall / Agile, post Go-Live warranty support), Production Support process and tools
- Experience in ETL tools like DataStage
- Ability to provide generic solutions and avoid re-occurring requirements across projects
- Takes ownership of escalations and perform trouble shooting, analysis, research and resolution - Performs analytical, technical, and administrative work in planning and deploying a release under moderate supervision