Example of Production Staff Job Description

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Our innovative and growing company is looking to fill the role of production staff. 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 production staff

- Research facts and information for existing A+E content (including crime programs) and provide production support to update programs when needed
- Turn/right articles as necessary in preparation of packaging
- Internal rounds/sweeps to facilitate the delivery and pick up of mail, UPS or FedEx packages, reprographic jobs, and faxes
- Deliver packages using the company vehicle (clean driving record is a must)
- Understand and respond to the client's printing needs and requests
- Receiving and reviewing client work orders
- Operate color and black & white reprographics equipment
- Record job data in logs or other forms as appropriate
- Record and track client inquiries and fulfillment of requests
- Responsible for client satisfaction through the performance and maintenance of reprographic equipment at client locations

Qualifications for production staff

- Strong knowledge of Quality, Regulatory compliance, and operations systems and processes, including GMP and QSR requirements for medical devices
- Proficiency in English, French knowledge would be a plus
- Support the development and execution of the ATLO strategic plan
- Provide guidance and assistance to team members and process improvement ideas where applicable

- Responsible for production support engineering with respect to testing methods, procedures and problems