PRODUCTION COORDINATOR

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| Department | Reports To | FLSA Status | Prepared By | Approved By | Last Modified |
| Regalia | N/A | N/A | HR | N/A | 2020-01-08 |

**Job Summary**

* Directly supervises and coordinates the activities of production and operating workers

**General Responsibilities**

* Digitize/Design
* Use schedule to determine job order, review work order, film and notes for each project, and discuss any questions or concerns with art/sales
* Pull film or screens from archives if needed, ensure proper screens are prepared for each job
* Determined which printer will do each job and on which press, gather all materials for job to be done and place at job location:

1. Goods 2. Pink copy 3. Art printout 4. Screens 5. Inks

* Place yellow copy on stacking table, communicate with staff about each job as needed
* Note stages of job completion on schedule, cross out when completed, check quality & accuracy of prints periodically
* Be aware of how each job is going/if there are any problems
* Verify that the order is completed before it gets to the customer
* Separate and remove paperwork to be shredded and file film and color printouts; include any important notes
* Maintain equipment: Dryer, air compressor, auto, etc.
* Determine supply levels; Discuss ordering with Christine
* Assist with printing questions/concerns
* Provide training for each job location as needed
* Assist with/file in any position as necessary; including printing, stacking, screens, cleaning, and shop maintenance
* Delegate weekly building maintenance; including trash removal and sign changing
* \*The company reserves the right to add or change duties at any time.

**Job Qualifications**

* **Education:** Associate Degree
* **Experience:** 1-2 years of experience

**Skills**

* Excellent verbal and written communication
* Active listening
* Coordination
* Critical thinking
* Management of personnel resources
* Monitoring
* Judgment and decision making