

Job Description

JOB TITLE	Production Liaison
REPORTS TO	Account Management
DEPT/LOCATION	Production/VA
FLSA	Non-exempt

GENERAL DESCRIPTION

The Production Liaison works with the account management teams in NY & KY to coordinate and prepare jobs for production in VA

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate communication between NY/LV Customer Service VA scheduling
- Write up job orders when necessary
- Order supplies
- Break down job bags
- Create guidance for color & content on reprint jobs
- Pull job bags for reprints or special requests from NY/LV
- Update job tickets

EXPERIENCE AND QUALIFICATIONS

- Office experience a plus
- Excellent written and verbal communication skills.
- Must have the ability to effectively present information, respond and follow-up on questions and inquiries from clients, other managers and subordinates.
- Skilled in conflict resolution and be a superior problem solver, able to identify and resolve variances, failures and discrepancies.
- Ability to work quickly and accurately on an independent basis; Ability to establish and maintain goodwill with co-workers.
- Strong attention to details, good organizational skills and ability to meet deadlines and maintain confidentiality.
- Position will require the ability to stand, bend and lift up to 15 lbs. when needed.

<i>Approved by: Jessica Robertson</i>	<i>Doreen Moody</i>
<i>Title: Account Mgr</i> <i>Date: 3/8/17</i>	<i>Human Resources Manager</i> <i>Date: 3/8/17</i>