

Commercial Production Assistant

Job Description

The Commercial Production Assistant is responsible for accurately preparing all production paperwork and logistics scheduling.

Key Responsibilities

- Create all production paperwork based on customer specifications
- Monitor the Production Schedule regularly
- Route all outbound shipping in accordance with the customer specifications
- Customs paperwork for all international shipments
- Create BOL's and Packing Slips for all shipments
- Create Purchase Orders in QuickBooks for outbound shipping
- Answer queries and communications through phone or email
- Monitor shipments are being picked up in a timely manner
- Work in Adobe Photoshop and In Design, printing labels when needed
- Communicate well with vendors and internal departments
- Place orders for price tags and UPC's
- Perform clerical tasks as requested by production
- Other duties as assigned

Requirements and Skills

- Must possess strong mathematical skills
- Meticulous attention to detail
- Solid organizational skills
- Strong experience with Microsoft Office products, specifically Outlook and Excel
- QuickBooks experience preferred
- Adobe Photoshop and In Design, basic knowledge
- Ability to communicate effectively with vendors and internal departments