



## Production Coordinator

### Responsibilities:

1. Collaborates with internal communications team to produce strategically targeted and integrated internal media. Works with team to brainstorm, plan, prioritize, and complete assigned projects.
2. Liaise with clients regarding schedule, budget, and creative stuffs.
3. Managing project milestones, deliveries and implementing work schedule.
4. Liaising with production team and support marketing team.
5. Providing verbal and written progress reports to clients, line producers and internal teams every week.
6. Troubleshoots technical issues. Regularly presents manager/coordinator with project status and technical concerns.
7. Helping producers generate schedules, collecting client notes, feedback and any other support as required
8. Follows up with artists on a daily basis to ensure task deliveries remain on schedule, communicating any scheduling changes to the appropriate Artists, Supervisors and Production team as needed.
9. Participates in design, code and test inspections throughout production to contribute technical expertise and identify issues.
10. Maintains log of all deliveries
11. Coordinates all client deliveries, both physical deliveries and digital deliveries via FTP, with Production Services department.
12. Produces assignments with speed and accuracy to meet time, budget, and internal client needs.

### Requirements:

Undergraduate degree in (BA, BFA) in Video-Audio Production or equivalent combination of training and work experience or A general understanding of 3D animation, 2D, design and the post-production process.

At least 2+ years of experience in TV series (Preferably Children's series & International Productions)

Proficient in Adobe Suite and Microsoft Office Suite.

Knowledge of the financial services industry.

Strong problem solving skills are required.

Experience with some production tracking software and asset management software's.

Must possess a high level of written, verbal, negotiation, and analytical skill.

Must have the ability to influence and coach others through effective communication and the promotion of a positive team environment.