



Example of Account Coordinator Job Description

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Our company is hiring for an account coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for account coordinator

- Manage and track all asset acquisition according the customer and company SLAs
- Analyze order management for missing asset
- Perform analysis and provide weekly reports of forecasted titles to actual titles
- Work with the production team to acquire new asset or missing asset required for production
- Work with Operations addressing questions on metadata and artwork
- Ensure that Operations has all required asset for production to deliver a complete order to the customer
- Coordinate with internal operations teams to ensure on time delivery of all customer deliverables
- Ensure all content deadlines are met
- Help establish and analyze content reports and metrics for the Content Operations team
- Review vendor quotes

Qualifications for account coordinator

- Must be highly organized and able to work in a fast-paced, large team environment
- BS/BA degree in business management or similar curriculum
- Individual must possess a general knowledge of videotape formats, digital audio, digital video, multimedia and consumer electronic devices

- Experience working with content providers
- Must be extremely knowledgeable on Metadata, especially Episodic metadata