



Example of Account Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of account coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for account coordinator

- Writes up and enters client job orders into database
- Maintains grids and/or databases with daily status updates for respective clients
- Assists in taking new sales calls
- Coordinates jobs with Scheduling and consults with Account Manager/Director, Client Services Director, Operations Manager, Directors of Audio Services, and General Manager as needed
- Develops and nurtures an understanding of audio procedures and processes
- Greets and assist clients visiting facility, interfaces with clients, and assists Concierge as needed with client hospitality
- Budgets, job revisions, answering client questions
- Anomaly reports and quality issues
- Completion e-mails, shipping instructions, and file delivery
- Orders dubs, subtitling

Qualifications for account coordinator

- 1-2 years post-production or account coordinator experience preferred, but entry-level candidates will be considered
- Have firm grasp of the retirement plan industry, ERISA laws governing qualified plans, being informed on legislative updates and regulatory compliance

- Coordinates offsite mixing, restoration, and editorial services
- Follows up on orders and projects after each step to ensure clients are notified in a timely manner of any problems, additional costs, and changes in schedule