



Example of Account Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of account coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for account coordinator

- Provide packagers with reports regarding episodes, air schedules, house numbers
- Maintains customer manifest including contact information, I/O, and records and updates customer data using Salesforce/CRM
- Coordinates jobs with Scheduling and consults with Account Manager/Director, Client Services Director, Operations Manager, Directors as needed
- Develops and nurtures an understanding of restoration mastering procedures and processes
- Coordinates offsite restoration, and editorial services
- Prepares invoices for review within five days of project completion
- Occasional travel to dealers, banks to resolve problems and jointly develop and implement more effective orders processing procedures
- Coordinate creation of subtitles, closed captions, dubbed audio, scripts, audio description tracks, and related deliverables in multiple languages for clients primarily in the entertainment space
- Establish and manage project schedules, and ensure due dates are met on time and within budget
- Communicate with internal departments, external vendors, and clients around the world

Qualifications for account coordinator

- PC Literate and experience using MS Office software
- Relevant college education or previous experience in post-production preferred
- Must be extremely knowledgeable on Metadata, especially Episodic metadata and Cablelabs
- Generally requires 0-2 years related customer service, administrative, or sales support experience
- Must have legal permanent authorization to work in the U.S