



Example of Account Coordinator Job Description

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Our company is growing rapidly and is looking for an account coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for account coordinator

- Maintains daily schedule for all studios / shifts / engineers / equipment
- Develops thorough understanding of Audio Services procedures and processes
- Keeps up-to-date on room capabilities / equipment status / production staff knowledge
- Coordinates scheduling of casual and temporary audio engineers
- Advises audio engineers when shift or schedule changes are needed and provides reminders
- Updates audio engineers concerning job status / workflow changes in a timely manner
- Advises Account Representatives when deadlines won't be met or if extra work is needed to fill the schedule
- Ensures Element Preparation Services and Transmissions are kept abreast of all schedule changes involving their immediate attention
- Ensures that production work is actualized properly
- Generates invoices based on actuals to assist Account Representatives with billing and reduce accrual

Qualifications for account coordinator

- 1-2 years post-production, project management, or translation industry experience preferred, but entry-level candidates will be considered
- Must have strong interpersonal, cross-cultural, and communication skills

- Solid technical understanding of the television or film distribution industry a plus
- Identifies inefficiencies and provides solutions that increase revenue
- Advises Operations Manager of Production staff / Account Representative errors or other problems