Downloaded from <https://www.velvetjobs.com/job-descriptions/account-coordinator>

# Example of Account Coordinator Job Description

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
* Experience in commercial insurance preferred but not required
* RIBO license would be an asset
* 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