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

# Example of Coordinator, Account Job Description

Our company is searching for experienced candidates for the position of coordinator, account. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, account

* Updates Technical Engineering on any equipment deficiencies or rental needs
* Keeps Security, Hospitality, administration, and Production staff advised of in-house client sessions to ensure proper and timely service
* Maintains grids and / or databases with daily status updates for specified projects
* Assists Account Representatives with job write-ups as needed
* Assists Production Manager and administration with special projects as needed
* Coordinate creation of subtitles, closed captions, dubbed audio, scripts, audio description tracks, or related deliverables in multiple languages for clients primarily in the entertainment space
* Assess the “health” of over 100 accounts (usage, relationship, trainings completed, ) and work with Client Services Team to develop plans for improvement on an ongoing basis
* Periodically and consistently follow-up with accounts regarding usage, training, new features, with a special focus on high-risk accounts
* Learn about global communication trends
* Research media/influencer & issues landscape

## Qualifications for coordinator, account

* Minimum two years audio post production experience, including knowledge of current/legacy audio post production processes, workflows, assets, and equipment
* 1 to 3 years of experience in digital media with a leading online advertising agency, publisher (single or network), or DSP
* Expertise in working with RTB (DSPs, SSPs, ad exchanges, ad networks & aggregators, ad servers, and/or other optimization platforms)
* Excellent writing skills and intellectual curiosity are a must
* Create & update media/influencer lists including social profiles
* Start to engage with secondary influencers