



Example of Creative Coordinator Job Description

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Our company is searching for experienced candidates for the position of creative 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 creative coordinator

- Obtain scripts, schedule vendors to come in for script read, and provide script summaries
- Upload content to necessary sites, create links, burn dvds, and facilitate watermarking
- Responsible for the development and production of online creative needed to fulfill sales across the company
- Reviews all online creative from internal or external sources to ensure quality and that it meets specifications of the online platform
- Contributes to graphic development needs of all Media Sales and Kernel Web sites including external and internal sites
- Assists in the production of and provides creative oversight for materials or related projects within the company dealing with online service
- Develops website and digital content and graphics by coordinating with copywriters and graphic artists
- Procure necessary approved products and services utilizing SAP/SRM data entry or vendor contract
- Maintain the floor plan and physical office locations for the Project, under the direction of the Project Manager and ensure that team has the necessary equipment and tools to complete their job including any FF&E, computer equipment and/or other supplies
- Coordinate retouching process

Qualifications for creative coordinator

- Occasionally (1/3 of the time or less) use a motorized company vehicle or a leased or personal vehicle for company business
- Ability to write speeches and articles for publication which conform to prescribed style or format
- Minimum of 3-5 years project management / construction related experience
- Occasionally (1/3 of the time or less) be exposed to loud noises (noise when raised conversation is needed), use a motorized company vehicle or a leased or personal vehicle for company business, work in extreme heat or cold (non-weather), work in wet, humid conditions (non-weather), work in outdoor weather conditions to include direct sunlight, heat or cold
- Previous experience in a creative agency environment preferred – could include advertising, video production, design or PR agency
- Working knowledge of Adobe Creative Suite (specifically InDesign, Photoshop and Acrobat) required