



Example of Digital Coordinator Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for digital coordinator

- Elaborate and distribute detailed briefs for new projects
- Coordinate activities across different organizational functions
- Monitor progress to ensure successful flow and completion of projects
- Organize and oversee ecommerce shooting
- Manage flow of assets to respect timing, quality & compatibility for upload
- Monitor all assets once on-line to ensure consistency and quality
- Update shooting guidelines regularly
- Work seamlessly with the internal Pre-Sale, Post-Sale and Creative Services team
- Work with the Finance team to generate invoices for clients
- Ensure that client expectations are achieved and surpassed

Qualifications for digital coordinator

- Agency or in-house experience preferred
- Ability to foster a positive and energetic work environment
- Strong knowledge of digital content management and preservation methods and standards
- First-rate interpersonal skills and ability to work collaboratively with staff and users
- 2 years of experience in a creative services field such as photography, retouching, trafficking and graphic arts
- Support Digital Marketing team in managing digital advertising campaigns,

