

Production Coordinator

The Production Coordinator will support the client service team across a broad spectrum of programs including auto, healthcare and adult beverage. This entry level position requires an eager individual with strong work ethic and the desire to learn and grow in a fast-paced environment.

Responsibilities

- Provide coordination and project management support to the client service team to ensure success of the program
 - Work on multiple projects and assignments with a variety of client service teams
 - Employ strong problem-solving skills and provide recommendations to assigned project deliverables
 - Provide logistical and tactical support to ensure successful execution of activations
 - Serve as liaison between vendors, staff and Brand Ambassadors as necessary regarding event details
 - Coordinate in advance and work onsite during activations as needed
 - Provide status reports and recaps to CS team
 - Assist CS team in tracking invoices and check requests
 - Be proactive, take initiative and demonstrate confidence
 - Organize and maintain all inventory of event assets and equipment
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- Support CS team on a day-to-day basis joining team meetings and distributing agendas and recap notes
 - Support in preparing presentation materials and decks as needed
 - Create and maintain contact lists, shipping schedules and details across programs
 - Oversee inventory/asset management and distribution
 - Provide support to CS team to ensure team, agency & client needs are met on site and in pre-production
 - Support budget management, reconciliation and general financial responsibility as required including coordination and tracking of receivables and payables and tracking labor hours against budget
 - Oversee coordination and receipt of inventory shipments and general warehouse management
 - Assist in event set-up and tear down as necessary

Requirements

- Meticulously organized and detail-oriented with exceptional time management skills
- Fully knowledgeable in MS Office (Excel, PPT, Word)
- Able to lift 75+ lbs
- Strong work ethic and desire to succeed
- Previous field experience in event industry, event management/production background or previous Brand Ambassador experience a plus
- Exceptional verbal and written communication skills and superior attention to detail
- Ability to work independently and contribute to a team environment
- Organizational and project management skills
- Proactive, self-motivated and eager to learn in a fast paced, ever changing environment
- Must have own transportation and clean driving record (no DUI, minimal violations)
- Available to travel to oversee production and event set up when necessary (20%)