



## *Production Co-ordinator*

### **Primary Job Responsibilities**

- To coordinate the collection, description, analysis and prioritization of requests for projects from the client and update them on the projects
- Making Proposals: Efforts Estimation & Time Estimation
- Manage client's account starting from production initiation till project delivery
- Responsible for production documentation
- Execution of production schedule as per customize specification
- Serve as the single point of contact between the artists and other team leaders and producers
- Work with team leads for the preparation of the schedule and monthly progress report
- Oversees the work of all managed staff to ensure all shots are properly executed according to the general specifications and requirements.
- Review evaluation & provides recommendations for the material submittals.
- Provide accurate data on the plan and performance on the project.
- Coordinates with the producer for all incoming and outgoing correspondence related to technical implementation
- Coordinates with the producer for all production related issues and detail scope of works as per client's requirement.
- Track, coordinate, implement and resolve all identified technical issues related to production and ensure that production milestones and timelines are met.
- Maintaining the daily progress report and weekly progress report to ensure work timely executive of work
- Performs other related responsibilities as requested

### **Desired Qualification**

- Excellent oral, written communication and negotiation skills
- Should have good business acumen
- Should have exp. in production management.
- Good in client servicing and convincing power.
- Have the ability to interact as well as work in unison with supervisors and other team members.
- Experience in MS office is essential.
- Candidates having experience in animation industry will be an added advantage