

Remote Creative Production Coordinator

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Company: Snaphunt

Location: Colombia

Category: other-general

The Offer

100% Remote work

Above-average industry pay rates

Consistent payout schedule

Subsidized Adobe CC Subscription

The Job

Your responsibilities will include:

Ensure optimal performance and creative utilization on the production floor by monitoring key performance indicators and identifying opportunities for improvement.

Coordinates with creatives, managing the client's production schedule, ensuring that all work is completed on time.

Monitors the progress of production work and provides regular updates to the client and senior management.

Provides suggestions and recommendations to Creatives to help them deliver the quality of work that meets the standards set by Company and clients.

Reviews sentiment analysis and ticket feedback ratings from customers.

Collaborates closely with Quality Specialists in ensuring design quality and brand guidelines are met.

Collaborates with Team Coordinators, Quality Specialists, and Production Specialists in identifying Design Time for all requests assigned to his/her team.

Ensures company notes are updated based on client preferences on an as-needed basis and coordinate these updates within the team.

The Profile

Specific to your role, we're looking for individuals who have...

A passion for our purpose: to be the most helpful creative platform in the world.

In-depth knowledge of the creative development and production process, enabling successful fulfillment of the vision and implementation of creative briefs.

Proficient in coordinating multiple projects concurrently while dealing with diverse stakeholders.

Attention to detail with exceptional organizational ability.

Proficient in project and relationship management.

Outstanding communication and problem-solving skills, with an aptitude for collaboration across multiple teams.

Practical understanding of Adobe Creative Cloud: Photoshop, Illustrator, InDesign, After Effects, Premiere Pro, and Acrobat.

Practical understanding of Canva, Figma, Microsoft PowerPoint, and Google Slides.

Resourceful and self-motivated individual who excels in a fast-paced environment.

Proficient in organizing and comprehending project requirements, even when they may not be well-defined.

Experience with project management platforms.

Daily interaction with clients, mainly through Slack and Email, with multiple virtual

meetings weekly.

Business-Level English skills and ability to collaborate with cross-functional and international teams, including other Production Coordinators, Quality specialists, Customer Success Representatives, and Enterprise Level Customers.

Strong organizational and time-management skills, and the ability to prioritize tasks and meet deadlines to ensure timely delivery of high-quality work.

Decision-making, negotiation, and forward-thinking skills.

Experience working with ticket management tools.

Bonus Pickle Points if you have...

Proven working experience coordinating creative teams, preferably in an agency-type environment.

Extensive knowledge and understanding of the creative process and what constitutes good creative work.

Knowledge of Jira and Confluence.

Experience coordinating creative projects successfully, ensuring they are completed on time and meet the client's expectations.

Familiarity or experience in a creative role is a plus.

Experience in customer support or client-facing roles.

The Employer

Our client is a global creative services company providing thousands of businesses with unlimited, high-quality design and illustration work at a flat rate. Founded in Scottsdale, Arizona, Our client was created to deliver reliable, affordable, and scalable creative content to any business.

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