

## Senior Production Manager L1

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Company: Publicis Groupe

Location: Bogotá

Category: other-general

### Job Description

#### SENIOR POST PRODUCER

Leading global post-production and integrated creative content agency is seeking an experienced Senior Post Producer to support the PXP Latam motion team. The ideal candidate for this position will be highly organized, experienced in all aspects of production from Offline to Online, and an effortless multi-tasker. The Senior Post Producer will report directly to the Executive Producer in New York.

#### Qualifications

#### Responsibilities

Produces day to day jobs for a variety of clients.

Oversee projects from offline to online and delivery for various production types and deliverables.

Handle detailed management and oversight of all assigned projects; assures quality control.

Manages daily requests within production department.

Aid in the development and organization of support materials for the production team and client meetings. Interacts with other departments to ensure both agency & client needs are met.

Assists in scheduling freelancers for overflow work.

Assist with production support, research, organization, and reporting.

Handle bidding, scheduling, and billing of all projects.

Interacts with other departments to ensure both agency & client needs are met.

Fosters relationships with other PXP offices in the North and South American network + outside vendors.

Oversees delivery of final assets to trafficking partners.

Other duties, as required and assigned.

### **Location & Commitments**

Full-time role, currently Hybrid Status

Assuming in-person/in office will resume as a hybrid approach to workweek

Travel may be required for production needs.

Overtime may be required to deliver on client projects and deadlines.

### **Required Qualifications & Background**

5-7 years of experience in post-production.

An undergraduate degree in film/media is preferred.

Dynamic, creative personality, effectively engaging idea to action

Passionate, driven, proactive, curious and ability to thrive in a dynamic, fast-paced, high-expectation environment.

Strong sense of priorities with the ability to manage multiple asks/tasks.

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