

COMPANY

edgefactory is a creative media production house based in Orlando; specializing in creative branding with multimedia solutions for commercial advertising and corporate videos for major companies all over the world. We specialize in creative media content – for everything that we do, we do with energy, emotion, and of course, edge! In a world where everything and everyone is going video, apply now to be a part of the Factory's award-winning team!

JOB SUMMARY

edgefactory is looking for a passionate, and outgoing Project Coordinator to organize and coordinate our newest, exciting productions. Ensuring our quality standards are met while assisting Producers, the Account Manager, and Account Executive. Ensures projects are successfully completed, on time. Always looking for ways to optimize production procedures, and taking the initiative to better the situation. Organized and results-driven, with a history of problem-solving skills. Excellent guest service, as well as, communication, written and verbal skills are a must for this position. Must be able to independently manage multiple priorities in a fast-paced team environment, detailed oriented, handles meeting coordination for all levels of management, executives, and clients. Must be able to maintain confidentiality and set the tone of the production flow. The goal is to ensure a smooth and cost-efficient production workflow for the projects which come into the factory.

RESPONSIBILITIES

- Coordinate production workflow for multiple projects at any given time
- Email follow up and capturing of important and sensitive information
- Plan and prioritize operations to ensure maximum performance to ensure no delay
- Determine materials needed to cover production demand
- Monitors projects to ensure full execution of project expectations
- Assign team members to production operations
- Keep any and all information documented, and organized for quick reference and delegation via notes, outlook, and asana
- Quality Control any products which are sent to the client
- Serves as a liaison between the client and edgefactory
- Troubleshoots challenges which arise
- Performs administrative and office support such as filing, phone calls, managing of calendars, building/processing of quotes and invoices
- Be able to travel as needed nationally and potentially internationally
- Implementation of the agreed action plan, standards, and deadlines to edgefactory team members
- Supports and coordinates as needed with additional Account Producers to ensure projects run smoothly
- Ensuring the effective preparation and delivery of all project events, meetings, and all necessary documentation

BASIC QUALIFICATIONS

- Experience in interacting with all levels of management, including executive management
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint as well as ability to learn new technologies
- Proficient in internet-based research
- Demonstrated ability to record and distribute meeting notes
- Excellent written, verbal, and interpersonal communication skills to assure successful interaction with senior executives, internal partners, and external contacts
- Ability to work effectively in a team environment
- Ability to handle confidential and sensitive information
- Ability to exercise good judgment and use discretion
- Ability to work with limited supervision

- Strong organizational and follow-through skills
- Proven experience in multi-tasking and working with multiple people and priorities
- Ability to prioritize effectively in a fast-paced environment, while working well under pressure
- Demonstrated flexibility and professionalism in an environment where change is constant
- Detail oriented
- Enthusiastic, Passionate attitude and strong work ethic
- Excellent Guest Service skills and email etiquette
- Excellent knowledge of production planning and QC principles
- Proven ability to be proactive and anticipate needs
- Demonstrated excellent written, verbal and interpersonal skills
- Enthusiastic attitude and work ethic
- Ability to multi-task and operate within an organization conducting business in multiple time zones
- Strong interpersonal skills, with the ability to anticipate needs, take initiative, prioritize, proactively problem solves, meet deadlines, be resourceful and flexible, while maintaining absolute professionalism and confidentiality
- Strong team player, who is a highly motivated self-starter with the ability to prioritize and handle multiple tasks with flexibility in a fast-paced work environment
- Strong grammar and letter writing skills, with excellent proofreading skills

PREFERED QUALIFICATIONS

- General knowledge and/or experience in the entertainment industry
- Ability to work evenings and weekends
- Exceptional guest service relations and communications experience
- Tracking budgets expenses
- Accounting
- Managed processes and workflow
- Motivating others and attention to detail
- Positive attitude who brings the very best out of their team

EDUCATION

Bachelor's Degree or equivalent

TIME COMMITMENT

Typically 25-40 hours per week. This is contractor position; compensation based on experience

Please submit your resume to hireme@edgefactory.com to apply for this position

Job Location: Orlando, FL

Relocation: None

Requisition ID: 080120PC

"edgefactory an Equal Opportunity Employer"