

**JOB DESCRIPTION**

***Production Coordinator***

The **Production Coordinator** is responsible for coordinating logistics for integrated productions.

**What you will do**

* Coordinate job invoices and manage accounts, including creating POs, reviewing open jobs, estimates, and ensuring client accounts are updated.
* Produce and track production spending/savings reports, production fees, and diversity bids.
* Plan production logistics including booking cars, hotel accommodations, transportation, and talent for productions.
* Schedule vendor screenings and vet new vendors for company productions.
* Assist with the production of marketing efforts including social posts, digital banner, video, and TV spots.
* Manage and maintain ISCI Codes for commercials.
* Serve as a liaison between fluent360 and clients including Nissan United, Denny’s, and INF.

**Qualifications**

* Bachelor's degree.
* Minimum 2 years of experience in an advertising agency (including internship experience). Production or project management experience preferred.
* Ability to manage time, adhere to strict timelines, multitask and work well under pressure.
* Demonstrated track record of successfully planning and managing small and medium-scale project implementations from start to finish.
* Detail oriented and ability to ensure that projects are developed in line with client’s brand and style guidelines.
* Excellent interpersonal skills.
* Team player with strong communication skills.

**Your experience**

fluent360™ is one of the foremost agency leaders shaping the multicultural marketing industry. Equal parts integrated marketing agency and cultural hub, we specialize in giving brands a resonating voice to effectively speak to various cultural segments– both ethnic and consumer niche followings. As a multi-talented, multicultural agency, we offer a full spectrum of communication services. Find out more about us at fluent360.com

**Agency Benefits & Perks**

fluent360 offers a comprehensive benefit package including medical, dental and vision insurance, company paid life/AD&D, short-term and long-term disability, and a generous PTO and sick leave policy. In addition, we have some amazing agency perks including paid gym membership, summer hours, 14 paid holidays, and flexible schedules.

fluent360 is an Equal Opportunity Employer, EEO, AAE, MF/Disability/Vet.

Our organization participates in E-Verify. For more information visit <https://www.uscis.gov/e-verify>. E-Verify is an Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

**How to Apply**

Email your resume directly to careers@fluent360.com

Indeed: <https://www.indeed.com/jobs?q=fluent360&l&vjk=06ea9b78b2c94688>