



Project Coordinator

White Hat, a full-service advertising agency in Austin, is looking for a Project Coordinator. White Hat is an inspiring group of professionals dedicated to being the good guys in marketing. We give good advice, provide thoughtful leadership and care about a client's business as much as our own. White Hat is in Downtown East Austin.

Job Description: This position will oversee the efficient flow of work from account services through the creative and production departments. Duties of this position include monitoring workloads, creating project schedules, maintaining job files, conducting traffic meetings, and tracking and updating project status in Workamajig. This position is also responsible for scheduling, production and on-time delivery of all agency creative and production department work and vendor relations. This Good Guy must have excellent communication skills, time-management and decision making skills, an eye for detail, a positive, collaborative attitude and flexible team-oriented approach to working with others.

Expectations:

- ❖ Previous project coordinating skills a must, ad agency experience a plus
- ❖ Serve as a liaison across agency departments, maintaining regular contact with all through clear, effective communication
- ❖ Create and coordinate project schedules, prioritizing work and scheduling reviews
- ❖ Track and resolve issues and know when to escalate and prioritize
- ❖ Track, manage, and allocate resources for creative projects
- ❖ Work closely with account and creative departments to plan for and resource upcoming projects
- ❖ Recognize inefficiencies within the workflow process and make recommendations to resolve
- ❖ Be creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a fast-paced, deadline-driven environment
- ❖ Ensures all artwork is proofread, both before submission to the account team and client, and prior to use or publication.
- ❖ Verifies that all material is properly signed off/approved by account executive and client.
- ❖ Have a willingness to jump in and help where needed within the agency

Please send Resume and qualifications to Employment@wearewhitehat.com *White Hat is a full-service strategic and creative agency in Austin, TX committed to being the trusted partner our clients can depend on for smart, effective and award-winning advertising that works its tail off. If we sound like the kind of agency you'd like to work at, we'd love to chat. www.wearewhitehat.com*