

As a Production Coordinator you will be providing support to the production and development teams in a variety of areas and through all phases of development including pre-production, production, alpha, beta, and submission. The PC may also manage a support SKU or part of a project.

KEY RESPONSIBILITIES

- Organize, attend, and help document team meetings.
- Prepare reports which are data and graph based.
- Ability to track and present detailed schedules, milestone objectives, status reports, and other documentation clearly and accurately.
- Manage the team's bugs and task queues using our internal project tracking tools.
- Identify production issues and work to develop solutions with fellow production Coordinators.
- Ensure key dates are understood by the team and communicated to others.
- Develop relationships and maintain regular communication with Leads, Directors, and Production staff.
- Identify and anticipate risks, mitigate them, and drive the team towards successful resolution within timescales. Maintain a flexible approach towards the delegated tasks.
- Ability to work using initiative and autonomy, while collaborating closely with the development team in multiple locations globally.

QUALIFICATIONS

Required

- A degree in production, project management, or a related field or equivalent industry experience.
- Experience contributing to the maintenance of a project plan and schedule.
- Great interpersonal skills. Must be able to work closely in a team setting and with other departments.
- A willingness to be involved in all aspects of the development process.
- Strong attention to detail and problem-solving skills.
- Positive, solution-oriented individual with a passion for game development and project management.
- Excellent and confident communicator.
- Eagerness to learn new workflows and software tools.
- Motivated, flexible, and autonomous.
- Excellent organizational and multitasking skills.
- Proficiency in Microsoft Office, particularly Microsoft Excel.
- Experience managing web content. E.g. wikis, dashboards.

- Genuine enthusiasm for video games; especially Rockstar titles.
- Knowledge of Visual Basic and SQL.