



We are looking for:

## **OUTSOURCE COORDINATOR FOR ROTO/PAINT/MM**

### **1. Communication with Outsource Vendors:**

- Serve as the primary point of contact between the company and external outsource vendors.
- Facilitate effective communication channels to ensure clarity and alignment on project requirements, timelines, and deliverables.
- Relay feedback, revisions, and project updates between internal teams and external vendors in a timely manner.
- Address any issues or concerns raised by either party and work towards resolution to maintain smooth project workflow.

### **2. Quality Assurance:**

- Implement quality control measures to maintain consistency and integrity in outsourced deliverables.
- Review work submitted by outsource vendors to ensure compliance with project specifications, brand guidelines, and quality standards.
- Conduct regular audits and performance reviews to identify areas for improvement and address any quality issues proactively.

### **3. Documentation and Reporting:**

- Maintain accurate records of project-related communication and other documentation.
- Generate regular reports on outsource activities, including project progress and vendor performance.
- Present findings, insights, and recommendations to producers to inform decision-making and strategic planning

### **Qualifications:**

- Proven experience in project management, vendor management, or a related role within the VFX industry.
- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities.
- Microsoft Office Suite, ftrack and other relevant software applications
- Ability to work effectively in a fast-paced, deadline-driven environment.
- Attention to detail and a commitment to quality and excellence.