



Production Coordinator

Saguenay - Full-time - 744000012253665

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The Production Coordinator will generally support the production team with regards to members' material, technical, logistical and communication and follow up needs.

The main and routine tasks of the Production Coordinator are to:

- Ensure that the various planning and follow up tools and team calendars are implemented and kept up to date;
 - Organize and follow up on team meetings and other types of meetings whenever necessary;
 - Manage, validate and follow up on production-related budget allocations whenever necessary;
 - Follow up on various project organization tools and especially project flowcharts;
 - Coordinate and create the means required to ensure the proper flow of information among project team members (e.g. newsletters, mailing lists, etc.);
 - Manage certain aspects of production (e.g. organize playtests, obtain age ratings, etc.) whenever necessary;
 - Coordinate the travel needs of project team members;
 - Manage the inventory and coordinate technological support for the production team (e.g. printers, test/dev kits, computers, screens, TVs, software, etc.);
 - Ensure that the floor plans are implemented and followed when work teams are moved, merged and/or restructured;
 - Coordinate, place and follow up on project-related orders (e.g. food, posters, gifts, etc.).
 - See that new employees are properly integrated;
 - Carry out all other related tasks.
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- 1-3 years' relevant experience in a similar position, as a multimedia project coordinator or any other relevant experience;
 - Experience in the video game industry an asset;
 - Good interpersonal skills;
 - Ability to quickly adapt to change;
 - Ability to work effectively under pressure;
 - Focus on results;
 - Client/user focus;
 - Ability to manage several concurrent assignments;
 - Resourcefulness;
 - Extensive knowledge of the Microsoft suite, including project management tools (Microsoft Project).

What to send our way

- Your CV highlighting your background, skills, and any games shipped

About us

Ubisoft's 19,000 team members, working across more than 30 countries around the world, are bound by a common mission: enrich players' lives with original and memorable gaming experiences. Their commitment and talent have brought to life many acclaimed franchises such as Assassin's Creed, Far Cry, Watch Dogs, Just Dance, Rainbow Six, and many more to come.

Ubisoft is an equal opportunity employer that believes diverse backgrounds and perspectives are key to creating worlds where both players and teams can thrive and express themselves.

If you are excited about solving game-changing challenges, harnessing cutting-edge technologies, and pushing the boundaries of entertainment, we invite you to join us on our journey and help us create the unknown.

At Ubisoft, you can come as you are. We embrace diversity in all its forms. We're committed to fostering a work environment that is inclusive and respectful of all differences.