

## JOB DESCRIPTION LA OFFICE

**JOB TITLE:** Localization Coordinator

**REPORTING TO:** VP International Marketing Services

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### ROLE OVERVIEW

Working within the localization team, this is a hands-on role helping the department run efficiently and effectively on a day to day basis.

### MAIN RESPONSIBILITIES

- Working with in-house graphic designers, audio technicians and online editors to deliver international localised marketing materials (foreign language materials, a TV spot or trailer and localising it into several different languages)
- Working with our finishing department to produce and deliver final materials, managing the delivery process and file production and asset management.
- Working closely with the team to ensure materials are produced to a high standard and on time.
- Working with the UK office to ensure all communication across all jobs is efficient and correct.
- Dealing with clients and some international territory offices (up to 5-10 main offices).
- Building relationships with marketing and operations personnel within the territories.

### SKILLS & EXPERIENCE

- Knowledge of operating systems, protocols, audio, cinema 4D and after effects for Graphic Designer, Final cut pro for the On-Line.
- Minimum of 3 years' experience of working in an operational or facilities role.
- An international background would be useful.
- Working knowledge of the Post Production process
- Language skills advantageous
- Highly organised with flexible approach to working life and have plenty of initiative
- Ability to communicate with both internal and external contacts at all levels in assertive yet calm and polite manner
- A key attribute is attention to detail
- A willing and positive attitude
- Understanding that our clients demand flexible working hours
- Excellent verbal and written communication skills.