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# PRODUCTION COORDINATOR

Full-time Position | On-site | Based in Denpasar, Bali

**KUMO Studio**

*Digital Marketing and Creative Studio*



<https://kumostudio.co>

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# Responsibilities:

- **Serve as a point of contact for clients regarding deliverables, timelines, and updates.**
- **Coordinate daily production tasks and monitor project progress to ensure deadlines are met.**
- **Review deliverables (content, creative, and assets) for quality, accuracy, and alignment with client requirements.**
- **Prepare project briefs and internal briefs to guide teams based on client objectives and campaign needs.**
- **Prepare and support client presentations, including project updates, performance reviews, and deliverable walkthroughs.**
- **Communicate effectively with both internal teams and clients to ensure smooth workflow and clear expectations.**
- **Maintain production schedules, trackers, and project documentation.**
- **Identify potential issues, delays, or quality concerns and proactively resolve or escalate them.**
- **Support the Production Manager in process improvements and workflow optimization.**
- **Assist in preparing production reports and client updates.**
- **Ensure that all deliverables meet KUMO Studio's standards of quality and professionalism.**

# Requirements:

- **0–2 years of experience in production coordination, project support, or client servicing (experience in a digital marketing or creative agency is a plus).**
- **Strong written and verbal communication skills in English, with fluency suitable for professional client communication.**
- **Excellent organizational and time management skills.**
- **High attention to detail and accuracy in reviewing and managing deliverables.**
- **Familiarity with digital marketing, content production, or creative workflows.**
- **Proficiency with task management tools (Asana, Trello, ClickUp, or similar).**
- **Ability to multitask and thrive in a fast-paced, collaborative environment.**
- **Positive, proactive attitude and strong sense of accountability.**

# Benefits:

- **Competitive salary**
- **BPJS Ketenagakerjaan + BPJS Kesehatan**
- **Performance bonus**
- **Opportunities for professional growth and development**
- **Friendly and collaborative work environment**

*Office hours: Mon - Fri, 9 AM - 6 PM*

*Office location: Cekomaria, Peguyangan Kangin, Denpasar Utara*

## **Required Documents for Application:**

**CV / Resume, Academic Transcripts and Certificates, TOEFL or IELTS Test Score, Professional Certificates\*, Portfolio\*, Employment Records\*, Health Certificate\***

*\*If any*

## **Submit Your Application to:**

**WhatsApp: 0899 8699 777**

**Email: [doumo@kumostudio.co](mailto:doumo@kumostudio.co)**