https://jobs.ua/job-project-coordinator-3851512

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# Project coordinator

Киев, 31 октября 2025

Компания: SIA «Kstudio» (https://jobs.ua/company/id/1641750) (Все вакансии)

Рубрики: IT, WEB специалисты, Руководство, Работа за рубежом

**Пожелания к сотруднику**

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|---|---|
| Образование: | не имеет значения |
| Опыт работы: | не требуется |
| График работы: | удаленная работа |

**Описание вакансии**

KSTUDIO.LV is a creative studio from Latvia that produces dozens and hundreds of videos per week for global brands from USA and Europe!

We are looking for an experienced project coordinator or manager who can take over the coordination of the process of creating videos and playable ads for English-speaking clients. We need someone who can prioritize, hear and understand client requirements, and manage team tasks effectively.

**Requirements:**

- Fluency in English (Advanced+)
- Experience in motion design, (game dev) or understanding of the specifics of this field.
- Ability to hear the client, analyze their requests and turn them into clear tasks for the team.
- Confident use of project management systems (Jira, Monday, Trello).
- Willingness to flexible schedule and irregular working hours.
- Friendly, teamwork skills, no toxicity.

**Responsibilities:**

- Project coordination in video production (not filming!) and development of playable ads.
- Interaction with English-speaking clients: correspondence, calls, discussing tasks and taking into account their wishes.
- Prioritizing tasks depending on deadlines and client’s goals.
- Controlling the timing and quality of the team’s tasks.
- Be on call during working hours (from 9:30 to 23:00 Riga time) to promptly resolve issues with the team or supervisor.

**Conditions:**

- Working completely remotely;
- Ability to have a balance between work and personal issues — workload is planned independently based on pre-agreed tasks and deadlines;
- Hourly payment via time tracker, from 10 euros/hour (final rate is discussed with the successful candidate)
- Opportunity to work in an international team, develop your professional skills and participate in the creation of creative content.

Let’s create something unforgettable together!

**Контактная информация**

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