

## Job Title

Production Coordinator

## Description

THQ Nordic is meant to represent a core approach of doing much more than “owning” a highly competitive portfolio of IPs. It revolves around cherishing them and aligning them with the very best development resources to expand upon them with the level of experience that communities and established fan bases expect and deserve. For this, we are looking for a Production Coordinator. As a Production Coordinator you’re responsible for task, process and documentation management within the Product Development department and its service groups. You’ll be working with Producers, Testers, Artists and other departments at THQ Nordic with the goal to make all publishing processes go as smooth as possible.

## Responsibilities

- Manage tasks in project management tools (JIRA)
- Make sure lead times and deadlines are properly communicated and respected
- Make sure all necessary information and prerequisites for various tasks are in place before they’re started
- Make sure all project related data and info is stored in the right place and format
- Make sure all relevant product information is kept up-to-date by Producers.
- Make sure all important inter-departmental decisions are well documented and made visible to all relevant parties
- Make sure all relevant processes are documented and that documentation is up-to-date
- Configure and maintain JIRA

## Qualifications

- 3+ years of work experience as a project manager in a digital business.
- Big plus: Experience in configuring and maintaining JIRA
- Interest for game production
- Strong collaboration skills and positive attitude
- Must be self-motivated and driven
- Strong communication skills in English (written and oral)

## What we offer

- A payment according to your personal qualifications and experience, but definitely a minimum of EUR **40.600,-** gross annual income based on the official national "Kollektivvertrag" (independent of number of school years, final degrees and former employment). This figure should be seen as a minimum, a market-based competitive salary is guaranteed
- The opportunity to join an internationally renowned company in a fast-moving business sector.
- The opportunity to work with a motivated, ambitious, multi-national team and to cooperate with many colleagues, functions, and units across THQ Nordic.
- 25 days paid holiday
- Flexible Office-hours
- State of the art offices in the heart of central Vienna
- A work environment in which age, skin color, gender, sexual orientation and cultural background are seen as the key to our success – we live diversity!

## Disclaimer

If you're interested in this position, please send us your application, including your cover letter, resume and portfolio to [PDJobs@thqnordic.com](mailto:PDJobs@thqnordic.com).

Due to GDPR-regulations, the application documents received by THQ Nordic will automatically be deleted six months after receipt of the application.

More information here: <https://thqnordic.com/legal/privacy>