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## **MANAGER – WORKFLOW COORDINATION**

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Media Audits International (MAI) is the leading provider of audit and financial management services for the media industry; auditing billions of dollars each year in license fees, retransmission consent fees, subscriber fees, and royalty payments on behalf of major media companies in the Fortune 500 throughout the world.

Due to a consistent increase in the demand for our services, MAI is currently looking for a results-driven, highly motivated project management professional to join our ***Audit Operations*** team in the position of **Manager, Workflow Coordination**.

### **Key Responsibilities:**

- Work with MAI Management Team on the Audit Operations and Client Relations teams to coordinate and manage the workflow and prioritization process for all audit reports processed for MAI's entire client base
  - Determine necessary staffing resources based on risk, specialization requirements, timing of deliverable requirements and staffing continuity
- Promote and monitor sharing of staffing resources across all audit teams
- Responsible for the daily tracking and support in assignment of all audit reports throughout each stage of the audit report preparation process
  - Workflow assignments to be determined in conjunction with Senior Management team
  - Consult with Senior Management team to allocate staffing resources
  - Ability to quickly adapt to new and unplanned requests, as well as changing client demands
- Use scheduling tools to forecast, manage and track audit report deliverables and deadlines.
  - Input MAI client contractual deadline dates, MSO contractual deadline dates and Fieldwork process dates into MAI internal audit report management system.
  - Analyzes and reviews internal reports containing this data each week with Senior Management team to determine priorities for the upcoming week.
  - Utilize internal scheduling software to generate analysis and reporting of critical staffing data including headcount, project leveraging and utilization
- Oversee certain aspects of the Audit Report Quality Control Review process
  - Responsible for day to day personnel management of one staff, including development and training.
  - Provide continual leadership, feedback and guidance.

### **Job Requirements:**

- BA/BS degree in a business discipline, preferably with an organizational management or project management emphasis.
- 2-5 years of experience working in a project management or resource allocation capacity, preferably in a professional services firm.
- Superior organization and attention to detail skills.
- Excellent verbal and written communication skills – ability to communicate effectively within all levels of the organization.
- Strong aptitude for data and numerical analytics.
- Highly developed critical thinking aptitude, with a demonstrated ability to think creatively and practically when resolving issues.

*Please note: only those candidates who meet the minimum job requirements will be considered.  
Media Audits International is an Equal Opportunity Employer (M/F/D/V)*

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- Ability to effectively manage personal workload amidst continual changing priorities.
- Superior teamwork capabilities and a results-oriented nature.
- Proficient in Microsoft Office Suite: intermediate to advanced Excel, basic to intermediate Access.

Requests for additional information or resumes may be submitted to:

Media Audits International  
Human Resources Department  
[hr@mai-global.com](mailto:hr@mai-global.com)