

募集職種	TVD Sales Liaison
雇用形態	正社員
募集人数	1名
待遇	経験等を考慮し、当社基準に準じます
通常営業時間	9:30～18:00
職務内容	<p>ABOUT US</p> <p>Universal Pictures were the first of the modern Hollywood studios, and over their one hundred years, they have been responsible for some of the world's most memorable feature films. The home of ET, Jurassic Park, Despicable Me, Jason Bourne, Dracula, Bridget Jones, Mamma Mia!, The Mummy, Les Miserables, King Kong and the unstoppable Fast & Furious franchise, to name a few.</p> <p>Universal Consumer Products International oversees NBCUniversal's consumer product and digital licensing for Universal Pictures, NBC Television, Focus Features and Sprout Channel. Universal Consumer Products International is part of NBCUniversal. NBCUniversal is one of the world's leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks, and a suite of leading internet-based businesses. NBCUniversal is a subsidiary of Comcast Corporation.</p> <p>Job Description</p> <p>NBCUniversal is a leader in providing entertainment programming to the US and international marketplaces. Its NBCUniversal Television Distribution division is responsible for the global distribution of NBCUniversal product to all forms of television throughout the world. This includes distribution of current and library theatrical and television product in the pay, free, basic and new media markets.</p> <p>Sales, Product, Client and Marketing Support</p> <ul style="list-style-type: none"> • Prepare product availability reports across all genres of programming including Feature Films, Scripted and Non- Scripted Series, Documentaries, Kids Programming and TV/Film Specials • Overseeing end to end deal completion including inputting completed deals into internal systems and processing deal amendments, episode updates, payment schedules, film allocation financials and sending through synopsis information and series listings when requested; • Work closely with a number of internal departments including, marketing team to ensure client support and provision of marketing materials, liaising with finance team

regarding payment and billing, working with legal team to ensure contracts are signed and liaising with materials team regarding supply of materials to broadcasters

- Regularly updating the market with programming sell sheets and research information and pro-actively gathering customer programming feedback and recording on programme tracking document
- Liaise with clients with respect to screener/promo access, product queries, and US broadcast air dates
- Assisting and arranging standalone client screenings e.g Tokyo Screenings.

Administrative Support

- Manage overall budget process (royalty, pacing, reporting, updating)
- Manage calendar and coordinate meetings/conference calls for Senior Vice President, Vice President and Sales Manager
- Provide administrative support for various projects including PowerPoint and other presentation materials;
- Process Expense reports, book taxis, for Senior Vice President, Vice President and Sales Manager
- Arrange client events, meetings, general client entertainment (dinners/premieres/gifts etc);
- Perform general clerical duties such as filing, data entry, client list, scanning and photocopying;
- Maintain office records/files;
- Administer, order and track office supplies.

Markets

- Coordinate travel arrangements and schedules for Senior Vice President, Vice President and Sales Manager
- Coordinate and schedule meetings and social events for markets (MIPTV, LA Screenings, MIPCOM and ATF).

応募資格

Requirements/Skills

- Educated to a degree level or equivalent;
- Experience of generating data driven reports;
- Ability to work independently and drive projects through to completion;
- Proactive and solution focused individual with a positive attitude;

- Strong organizational skills: reliable, detail focused, strong sense of initiative with the ability to multitask;
- Able to balance and prioritize a busy workload;
- Great interpersonal skills;
- Proficient in Excel, Word, PowerPoint, Outlook;
- Interested to progress in a TV sales career;
- Must have excellent communication skills including report/letter writing and excellent telephone manner;
- Experience of working in an administrative role;
- Ability to work with confidential and sensitive information in a discrete manner;
- Previous experience within a Sales media environment preferred but not essential;
- Experience/knowledge of TV & Film industries considered advantageous;

Personal Characteristics

- Self-starter - able to 'get things done' without constant recourse to superiors
- Unquestionable integrity and personal values
- Enthusiastic, inquisitive, and driven
- Positive attitude and resilient

The responsibilities associated with this position are not limited to the above description and may be modified at any time.

勤務地

本社／東京都港区愛宕 2 丁目 5 番 1 号 愛宕グリーンヒルズ MORI タワー
 【交通手段】
 東京メトロ日比谷線「神谷町駅」徒歩 4 分 / 都営地下鉄三田線「御成門駅」徒歩 3 分

応募方法

下記メールアドレスに
 履歴書（写真貼付）、職務経歴書（日本語・書式自由）希望動機（800 字程度）3 点を PDF 書式にてお送りください。

※応募書類はご返却は致しません（個人情報厳重に管理し、当社にて破棄させていただきます）ので、あらかじめご了承ください。

選考通過の方にのみ追って連絡いたします。

【書類送付先】
tommy.liu@nbcuni.com

応募書類の本社への持参は固くお断りします。
 応募書類は返却いたしませんのでご了承ください。

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照会・問い合わせ

HR 採用アドレスまでお願いします。
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