



Internal Vacancy

TEN – Sydney

Network Media Coordinator

Network Ten Sydney currently has an entry level position available for a Network Media Coordinator in their Commercial Airtime Department.

Reporting to the Network Media Team Leader, the Network Media Coordinator will be responsible for:

- Keying of Agency Commercial Instructions
- Liaising with Production Houses to ensure commercials arrive on station
- Entering commercial classification and entering this information into the Sales System
- Ensuring the correct commercials air as per client instruction
- Providing information and support to Advertising Agencies
- Proactively participating in team activities.
- Providing sales support
- Ensure all commercials are on hand
- Maintain commercial library
- General Administrative duties

To be considered for this role you will need to demonstrate:

- A customer-focused approach to meeting client expectations
- An attention to detail
- Excellent communication skills
- The ability to prioritise work to meet tight deadlines.

The position also requires computer skills to key data into the sales system. Previous experience with data entry would be desirable.

If you feel that your skills and experience could be suited to this opportunity and enjoy the challenge of working in a busy team environment, please email your resume to:

Sara Robinson
Network Recruitment Manager
Srobinson@networkten.com.au

Applications close: Friday 19th March 2010

