



Internal Vacancy

ONE HD – Sydney

Commercial Scheduling Assistant

ONE HD currently has a fantastic opportunity for a Customer Service driven person to join our team as a Commercial Scheduling Assistant.

Reporting to the Commercial Scheduling Team Leader for ONE HD, the Commercial Scheduling Assistant will be responsible for:

- Checking commercial schedules to identify & resolve conflicts before passing to On-Air for transmission
- Ensuring commercials run for the allocated time
- Checking commercial placement to ensure it meets classification requirements set out in the ABA Code of Practice
- Providing support to Sales and Advertising agencies
- Completing the debrief process to prepare monthly revenue report for Finance
- Proactively participating in team activities

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 positions also require computer skills to key data entry into the sales system

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

Applications close; Friday 19th March 2010