Amdocs Development Limited

Job-Titel:
German Publishing Coordinator - Cyprus

Job-Beschreibung
What will your job look like

Publishing Coordinator

- Prepare the content, metadata, image and related asset files and publishing via Vubiquity’s CMS in line with deadlines set and restrictions laid down by customer platforms.
- Monitor content processing through Vubiquity’s workflow tools and updating work orders in a timely manner.
- Register, checking and uploading promos, images and metadata in publishing CMS for all titles and update as needed.
- Liaise with internal Programming, Traffic, Media Operations and Editorial teams on scheduling, trafficking, delivery and processing of media and metadata files.
- Monitor of asset progress through various stages, ensuring all stages are completed on time
- Carry out QA checks on the affiliate’s platform via a set-top box or app to ensure content appears correctly in assigned UI locations and folders.
- Remedy faults/issues where appropriate, including reacting to incidents when and as they occur through to resolution.
- Communicate with affiliate’s operations department on delivery queries in a professional manner.
- Carry out ad hoc tasks when requested by the Publishing Team Lead or Client Services Account Manager

Anforderungsprofil
All you need is

- Excellent written and spoken language skills not only in any of the following languages: English, and German.
- Experience with common office applications (such as MS Word, MS Excel) and use of line of business operational applications.
- Some understanding of digital media technologies (preferably VOD) including, encoding standards and tools, automated quality control tools.
- The ability to react quickly and constructively in order to troubleshoot problems.
- Excellent written and verbal communication skills.
- Effective time management and multi-tasking skills.
- Ability to work independently and as part of the team.
- Excellent communication and interpersonal skills.
- Meticulous attention to detail.
- Experience of working to deadlines, often with a tight turnaround period.

Kontakt

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Art der Beschäftigung: Vollzeit
Vergütung: no
Zeitraum der Beschäftigung: unbefristet, ab Montag, 2. November 2020

Firmenname: Amdocs Development Limited
Ansprechpartner: Frau Desiree Perrot
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