



## **Job Description**

**Job Title:** Operations Assistant  
**Reports to:** Content Services Manager  
**Location:** Atlanta

### **Summary**

Provide administrative support to the Content Services Department, and primarily assist in Aspire responsibilities.

### **Essential Duties & Responsibilities:**

- Assists with delivery of all Aspire content including linear and non-linear assets and ensures that it is timely and accurate
- Responsible for the completion of metadata and file uploads for Aspire VOD
- Schedules Editors for UP & Aspire:
  - Works closely with the Supervising Editor to maintain consistent workflow
  - Communicates with Producers/Editors on booked sessions
  - Administers daily work orders
  - Reconciles daily session reports
- Initiates and manages the cover art process for UP & Aspire's linear/VOD assets
- Quality Controls all Aspire Promos including uploading and communicating deliveries to our uplink facility.
- Maintains UP & Aspire's asset library:
  - Physical tapes, drives, DVDs, etc.
  - Tape/Hard Drive pulls
  - Keeping track and ensuring that those assets are returned
  - All of the above is tracked in MediaPulse
- Coordinates Employee Relations initiatives within the department

### **Education & Experiences:**

- Bachelor's degree in applicable field.
- 2 years of operations experience.
- Strong verbal, written, and interpersonal communication skills required.
- Must have working knowledge of production operations and procedures.
- Must have ability to organize and handle a variety of detailed tasks simultaneously and to work effectively under deadlines.

### **Computer Skills**

Knowledgeable in Microsoft Office, Word, PowerPoint, and Excel.

### **Certificates and Licenses**

No certifications needed.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.



**Application Process**

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptyv/jobs/7978-operations-assistant>

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