



## Job Description

**Job Title:** Operations Assistant  
**Reports to:** Operations Manager  
**Location:** Atlanta  
**FLSA Status:** Exempt

### Summary

Provide administrative support to the Network Operations 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.
- 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
- Quality Controls all Aspire Promos and Graphics including uploading and communicating deliveries to our uplink facility.
- Provides administrative support to the Production & Operations departments including but not limited to: filing, shipping, dubbing, logging and screening.

### Education & Experiences:

- Bachelor's degree in applicable field.
- 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.

### Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptv/jobs/4587-operations-assistant>.

For information on our company, visit [www.uptv.com](http://www.uptv.com).