



Job Vacancy

Position Title: Scheduler
Department: Media Services
Location: Amsterdam, NL
Salary: Competitive & Excellent benefits
Contract: Definite

Main Responsibilities

- Order and/or request various transmission materials according to transmission schedule, from various suppliers;
- Liaise with the acquisitions department to coordinate delivery of program material from international suppliers;
- Data entry of transmission materials in Channel Management System;
- Maintain the media libraries by handling logging and media movement;
- Assist Senior Schedulers in resolving media discrepancy reports issued by DMC departments and other external parties.

Knowledge, Skills & Experience

- A minimum of 1 years administrative experience
- Organized and accurate;
- Able to cope with deadlines;
- Able to work independently and in a team environment;
- Willing to work flexible hours (not 9-5);
- Good oral and written communication in both Dutch and English;
- Computer literate (practical experience with Microsoft).

[APPLY HERE](#)

Or please email your CV and a covering letter stating current remuneration package to

Frank Geuze, Recruitment Advisor
Email: fgeuze@lgi.com
Tel: +31 (0) 20 – 77 83 899

Chellomedia is committed to equal opportunities and welcomes applications from all sections of the community.