



## JOB DESCRIPTION


---

**BASIC PURPOSE:** The Channel Lineup Associate is responsible for building and maintaining channel lineups for existing cable television, satellite, IPTV, and other multi-channel distributors of television programming providers for the Red Bee Media channel lineup database in a timely and organized fashion. Each individual will be responsible for building and maintaining relationships with television programming providers, clients and other Red Bee Media departments.

---

### MAJOR RESPONSIBILITIES:

- Performs acquisition, creation and entry of television channel lineup information while maintaining new and existing channel lineups for existing cable television, satellite and IPTV providers and prospects. Is responsible for coordinating workflow with team members. Further responsibilities as assigned by management
- Build new channel lineups for existing cable television, satellite, IPTV, and other multi-channel distributors of television programming providers for the Red Bee Media channel lineup database in a timely and organized fashion as assigned
- Maintain existing channel lineups for existing cable television, satellite, IPTV, and other multi-channel distributors of television programming providers for the Red Bee Media channel lineup database in a timely and organized fashion as assigned
- Perform channel lineup acquisition duties as determined by Client Services Manager to include initial phone calls to clients and cable companies
- Keep written documentation on all verbal or written communications pertaining to the Channel Lineup Department
- Work independently and as a team member on projects or issues working closely with internal and external parties and groups
- Assist in solving issues regarding client inquiries with minimal or no guidance from supervisor and co-workers. Solve problems proactively, not reactively
- Retrieve, document and maintain channel lineup information from all providers of cable, satellite, IPTV, and other multi-channel distributors of television programming
- Submit daily progress/production reports to Client Services Manager

- 
- Will be required to audit and proof a predetermined number of lineups per week
  - Will be assigned smaller providers to maintain
  - Manage any updates received through the lineup machine
  - Will be assigned simple print guide changes through the ticket tracker
  - Will be required to complete tracker tickets regarding station and client feeds within 24 hours

---

#### REQUIRED JOB SKILLS:

- Excellent data entry skills with attention to detail
- Excellent grammar and spelling skills
- Excellent communication skills including ability to speak with outside television programming networks/providers in a professional manner
- Ability to use all software, hardware and tools provided by company
- Ability to manage to successful completion multiple projects simultaneously.
- Ability to obtain and submit documented project results
- Quick learner and the ability to understand daily tasks, and the ability to adapt to changing or ad hoc tasks or projects.
- Knowledge of Microsoft Word, Excel, Outlook, Internet Explorer, and Search Engines
- Type 40+ words per minute
- General User Minimum Requirement: 15 mb download / 2 mb upload  
General User Recommended: 25 mb download / 5 mb upload
- Full time position – 40 hours per week Monday-Friday 8-5

#### OUR BENEFITS:

- Medical, Dental, Vision, Life, Disability Benefits
- PTO Pay
- Holiday Pay
- 401(k)
- Starting pay \$11.00 per hour

You may submit your resume and cover letter to [employment@fyitelevision.com](mailto:employment@fyitelevision.com)