



## JOB DESCRIPTION

JOB TITLE: Sports Production Associate

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**BASIC PURPOSE:** Performs creation and entry of television schedule listings information as assigned by the team leader and/or upper management. This position includes heavy data entry with attention to detail, excellent grammar and spelling, communication with vendors for schedules and other needs, ability to multi-task, deadline driven assignments, and inter-departmental communication skills. This position is based on deadline and production requirements, monthly production expectations as measured by monthly metrics compilations, new vendor ramp-up, continual airing updates, and flexibility to handle tasks at a moment's notice.

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### MAJOR RESPONSIBILITIES:

- Creation and entry of all airing schedules and updates as assigned
- Creation and entry of new vendor schedules
- Creation and entry of all required program database information as assigned
- Proofreading other team members' schedules
- Checking central e-mail system for updates and schedules for all stations assigned
- Ongoing contact with vendor/programmers
- Responding to and acting upon all scheduled and ad hoc individual or team reports
- Ability to meet minimum monthly production requirements, maintaining a score of 85 over any given 90-day period as measured by monthly compilation of individual productivity metrics.
- Performs other duties as required or appropriate

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### 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 vendors in a professional manner
- Ability to use all tools provided for research
- Must be a team player
- Ability to multi-task

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- 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
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#### 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)