****

**Job Title: Sales Assistant**

**Department: Digital Sales, UK, EMEA & Asia**

**Reports To: Vice President, International Digital Distribution**

**Location: London, UK**

**JOB SPECIFICATION**

**Support the Digital Sales & Licensing team, liaising with the Content & Operations team, Home Entertainment Marketing, Sales Planning and Finance teams on provision of materials and analysis to support our digital releases.**

**KEY RESPONSIBILITIES INCLUDE:**

* Build Digital Sale Orders (DSO) to be sent both internally and externally to communicate launch titles, dates and necessary metadata for title launch.
* Create and maintain Availability documents (‘Avails’) documents for both Global and Local platforms.
* Run and curate content availability lists using Lionsgate’s rights management system.
* Maintain existing pricing documents for all platforms.
* Marketing material asset management for digital platforms.
* Regular Platform Checks – check pricing, release information and marketing placement is correct for all LG titles; Consolidate screen shots and provide updates for weekly management and cross-function meetings
* New Releases: Check price and placement compliance for LG New Releases & promotional activity
* Market and Competitor analysis for all platforms, to include competitor NRs and catalogue promotions
* Raise PO’s for Digital Marketing Activity.
* Responsible for collating team internal communication updates.
* Assist with travel planning for Digital Team.
* Event and guest-list management for all customer events (e.g. Premieres, Quarterly presentations).
* General support within the UK and EMEA digital teams.
* Ad hoc projects to further assist the growth in the Digital Sales area.

**REQUIRED SKILLS:**

* Exceptional organisational skills and attention to detail.
* Ability to work independently, and under own initiative.
* Can effectively multi-task, prioritise workload and meet deadlines.
* The ability to communicate calmly and effectively, while working within a pressured environment
* Proficient skills with MS office, especially Excel.