

**Job Title: Team Assistant**

**Department: Home Entertainment Marketing Team**

**Reporting to: Senior Vice President, Home Entertainment and Digital UK**

**Location: London, UK**

**Support the UK Home Entertainment Marketing team. Effectively and efficiently manage the communication within the team, between departments internally and with our external sales company. Support Senior Vice President with planning for meetings and events, travel and administrative duties.**

**Key Responsibilities**

* Support the marketing team with minute taking, release schedule updates and marketing asset retrieval/delivery
* Create and distribute the Weekly Home Entertainment report to be sent out to key stakeholders
* Assisting Home Entertainment with social media management, keeping website and social channels up to date
* Manage all NSO requests, oversee monthly DVD staff purchases, send out competition prizes and management of the department cupboard space
* Assist Product Managers in varying capacities on both New and Catalogue release product, including:
	+ Research and fact-finding
	+ Copy checking all packaging, advertising and other marketing materials
	+ Trade Press co-ordination
	+ Asset Library management
* Delegate and oversee any marketing duties required from work experience candidates, interns and company runners
* Liaise with the sales teams on the supply of marketing materials and all release information
* Manage premiere and social events for the Department
* Assist SVP and team with various ad hoc admin tasks on a day to day basis

**Experience, Skills, Knowledge, Education**

* Very strong attention to detail
* Excellent time management skills, project management and organisational skills
* Excellent communication and interpersonal skills
* Strong numerical and analytical skills, demonstrating a high level of accuracy
* Ability to work independently and proactively
* Willingness to bring new ideas to the team and challenge ways of working
* Passionate about Film (beneficial but not essential)
* Ability to work collaboratively, using inspiring initiative
* PC literate (e.g. MAC and MS Office – Outlook, Word and Excel)
* Discreet and able to handle confidential information appropriately with high level of integrity
* The ability to work to tight deadlines