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# Example of HBO Coordinator Job Description

Our company is hiring for a HBO coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HBO coordinator

* Owning customer communication where relevant on smaller, non-core retail base
* Interact and liaise with operations where required to help ensure content delivery needs of accounts are met
* Work with product management team on an ongoing basis to gather release information, strategy info, product detail and materials on forthcoming releases and existing catalogue franchises to support the planning and selling cycle with accounts
* Interact with Sales, Marketing, Market Research, Operations and Finance teams to provide HBO with market insights and industry information as the key contact person in Germany for HBO In London
* Develop, create and monitor recurrent reports on a daily / weekly / monthly / ad-hoc basis
* Undertake analysis of account specific and overall sales activities, promotions, price tests in close collaboration with the HBO and WB teams
* Be actively involved in short-/mid-/long-term planning, development of and implementation of overall HBO physical sales strategy in Germany, Switzerland and Austria
* Work to create and implement key programs that enhance profits and lead towards achieving yearly financial targets
* Develop new release and catalogue promotional strategies that can be executed in support of customer growth strategies and retailer annual business plans
* Develop relationships with multiple departments within HBO external post houses, filmmakers and production staff

## Qualifications for HBO coordinator

* Ability to multitask while maintaining strict attention to detail
* Technologically savvy with talent for mastering proprietary applications
* Extensive Film/TV knowledge
* Two years broadcast media and/or digital platform experience
* Aptitude for statistics
* Ability to work accurately and enthusiastically in a fast-paced environment