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# Example of Programming Executive Job Description

Our company is searching for experienced candidates for the position of programming executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for programming executive

* Screen and route calls as necessary
* Perform various tasks using in-house database systems (Aspen and Concur)
* Creation of monthly EPG listings and programming highlights
* TAM / RESEARCH
* Build proficiency in Media Xpress, TAM and develop a detailed understanding of the English movies genre to drive viewership
* Weekly release of Relative Share, Programme Performance, TVT and other supporting reports to analyse the same to understand the change in the genre and viewing patterns
* Full working knowledge of the PERSPECTIVE FOCUS scheduling system
* Ability to assume all tasks related to the same – covering entry records of individual programmes to FPC/schedule generation
* TEAM MANAGEMENT & ACCOUNTABILITY FOR DELIVERABLES –
* Timely creation of schedules, highlights, EPGs within established deadlines

## Qualifications for programming executive

* Measure the respective consumption data and identify specific audience habits and segments
* A problem solver who is detailed and meticulous
* Operations & project management experience will be a bonus
* 2+ years’ secretarial or related administrative experience
* Entertainment and/or agency experience
* Minimum graduate, with ability to familiarize and gain expertise on soft-wares (Excel/ Focus) and eventually the TAM – Media Express software