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# Example of Vault Job Description

Our innovative and growing company is searching for experienced candidates for the position of vault. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for vault

* The issuance and receipt of secure stock into the Vault
* The physical counting of secure and non secure plastic cards
* The inputting into the ERP system of stock control data on a real time basis
* Ensuring full traceability and accountability of goods movement between incoming cards from external sources into the vault and out to Personalisation
* Ensuring accuracy of Vault stocks via cycle counts
* Providing accurate and timely information concerning delivery quantities to the Customer Services and Logistics departments
* Prompt escalation of any problems to Vault Team Leader or Site Security Management
* Identifying and propose improvements to process, productivity, quality or safety
* Support, enhance and develop CAD/PDM toolsets and workflows
* Configuration of all PDM elements such as lifecycles, revision schemes, catergories, folders

## Qualifications for vault

* Must be able to take and follow directions from department supervisor
* Strong organization, communication (verbal and written), and computer skills a must
* Must be at least 21 years old with a clean driving record, be able to pass pre-employment substance abuse screening, a background check and a DOT physical
* Must have 4-5 years of experience in a post-production environment
* Familiarity with the different types of film and tape based media is preferred
* Familiarity with video frame rates (PAL, NTSC NDF, and NTSC DF) and audio speed is preferred