



# Example of DC Operations Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of DC operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for DC operations

- Track and monitor successful completion of backups and follow up for failed backups by liaising with systems administrators on re-schedule, replacement of bad tapes
- Arrange for off-site storage for system backups
- Keep stock of tape inventory and highlight to supervisor if stock is running low
- Supervise or act as Director/TD for any show preproduction
- Inform and advise the Editorial staff
- Take responsibility (as scheduled) for major needs for shows (set changes, new graphics look)
- Able to be flexible to be pulled off show production for meetings with graphics, execs and travel (liaison with creative directors and shows)
- Work with network/show leads on planning and executing changes for sets, new graphic looks, new shows
- Meets with Network Creative Director or Manager at least twice a year to discuss issues and improvements that can be made with network/show looks and further advice
- Ensure inventory accuracy is maintained via the use of various audits and accounting methods to improve overall building quality and reduce inventory shrink

## Qualifications for DC operations

- The ideal candidate should have minimum of O-level or A-level qualification and preferably 3-5 years of relevant experiences
- Will be an advantage for candidate with knowledge in HP Operations Manager i (Monitoring application), Control-M, SAP systems, PeopleSoft Enterprise, NetBackup software, Networker Management, Data Protector, CRIMS (the process of change management), CLARIFY (issuance of incident ticket) (On the job training will be provided for the required skills)
- Ability to multi-task and adapt in a live news environment, extremely strong communications skills verbal and written ( essential during show planning and execution) and analytical thinking and problem solving are important to success
- Five (5) years live television production experience, demonstrated knowledge of control room and studio operations
- Demonstrated knowledge of production systems, satellites and fiber assets, routers and operational systems