



# Example of HBO Coordinator Job Description

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Our growing company is looking for a HBO coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HBO coordinator

- Liaise between client groups to best serve the network's promotional priorities
- Consult with the Program Marketing, Creative Marketing, and Account Management teams on long- and short-term marketing goals
- Compile and review internal reports/affiliate documentation for accuracy/compliance in accordance with internal controls, policies, and procedures (i.e., SOX)
- Open (and adjust if necessary), record and file POs, invoices and payments for all titles in a timely fashion, ensuring adherence to HBO policy
- Manage monthly accruals process with Product Management & finance
- Responsible for team Communications to clients, vendors, outside facilities, and any other outside groups
- Coordinate all inventory assets from purchase through storage and deployment
- Provide analysis and post- mortem review of promotions to determine ROI
- Populate sales submission forms for all accounts
- Track and analyze placement and performance of key new releases

## Qualifications for HBO coordinator

- Experience in Organizational Psychology, Human Resources, Organizational Development preferred

- Strong knowledge of Microsoft Excel a must
- College Degree, preferably in Television, Film, New Media and/or Business
- Two years Programming/Scheduling or related experience
- Proficiency with MS Office, Adobe Acrobat, Google Drive and SharePoint