

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

Responsibilities for operations executive

- To ensure all Order forms/AOMs are signed and returned upon receipt of all materials and maintain a comprehensive tracker for compliance
- To maintain all inventory documents, including the Master Release inventory and track all License periods accurately and efficiently and flag any titles that are reaching the end of their License period so they can be renewed or re-released
- To co-ordinate the receipt of all Royalty reports due and confirm that all titles, SKU/Product IDs etc are accurately listed on reports and that title content for bundles/box-sets are also identified
- To request invoices for any royalties owed after confirmation from US Accounting when royalty overages are due
- Credit Card Underwriting
- Receive incoming phone calls from customers, manufacturers and distributors seeking purchase approvals
- Receive, handle and respond accurately to any mail and other related correspondence on behalf of the Hotel Manager
- Ability to prepare and review daily arrival/departure reports and research guest history for presentation during morning briefings
- Handle telephone calls and provide assistance to caller where necessary for Hotel Manager
- Keep the Hotel Manager's calendar/appointments up-to-date

Qualifications for operations executive

- Good verbal, written communication, negotiation, and presentation skills, good interpersonal skills are required
- Experience with digital marketing tools such as AdWords, Google Analytics, DoubleClick, or other non-Google marketing optimization programs, website analytics, and campaign reporting programs
- Fresher/Experienced with min
- A proven track record in content operations, preferably in the broadcast industry
- Experience using rights management systems and/or Broadcast content systems such as IBMS, Rights logic
- Excellent organizational skills, self-starter strong initiative would be advantageous in a fast paced work environment