



Example of Ops Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of ops coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for ops coordinator

- Lead onboarding operations training and provide to field
- Work with internal teams as needed to ensure deal compliance
- Co-ordinating with all departments to ensure Content Orders are received in time to ensure TX/Delivery requirements area able to be met
- Working with Dubbing Managers to ensure orders are processed and liaise directly with dubbing studios to ensure timelines are met
- Working with Ingest & Post Production team to planning and co-ordinating plan to ensure complete understanding of priority of content for ingest/deflashing
- Ensuring all content received is to Turner Specs (Original Delivery + Dubbed content)
- Able to prioritize content required to be processed for Ingest/Deflash/Delivery (LPP/Dubbing studios)
- Working with internal and external partners to ensure a smooth running operation of the media supply chain, coordinate with all relevant departments to ensure the processing of material is carried out efficiently and to deadline
- Receiving all duplication and dubbing orders from Programming and Sales team for shared content
- Prioritizing and monitoring content being processed through Turner MAM

Qualifications for ops coordinator

- 1 – 4 years of information/engineering management or closely related experience with good references
- Self-starter and must be able to work in a fast paced, high volume environment
- Frequent travel within the tri-state area with occasional trips to US, Mexico and South America
- Candidates must be able to communicate effectively in English, both written and verbal
- Must have an Associate Degree or 2 years of work experience