



Team Assistant - Audio/Video Production Scheduler (Warsaw, September 2022)

Film and Television Post-production: Hollywood, Bollywood, Hollywood, and everything in between!

Looking for something different, challenging, and dynamic?

We are looking for people to join our Production Scheduling Team. Experienced? Great. No experience? That is okay too.

Production is a complex discipline and requires constant adjustments and continuous oversight to deliver. For example, delivery of materials may be delayed; clients and vendors change their priorities, and so on. These factors and many more impact the processes and flow of production and require flexibility in scheduling and prompt reactions by our team based on constantly changing and updated information.

If you watch new releases on Netflix, Polsat or in Cinema City you need to know that it was made possible by the efforts of many teams and people throughout the process and the Iyuno-SDI Schedulers were a big part of it.

Your responsibilities:

- Prioritize production schedules for our Media Services Department based on client demand, material availability, and capacity constraints.
- Escalate and prioritize current and past due orders.
- Help the department ensure production runs smoothly and we are delivering to expectations.
- Manage changes and resolve issues while a project is underway.
- Talk to people from Recording Studios, Mix Facilities, and other Iyuno-SDI HUBs across the globe throughout the lifecycle of a project to ensure successful and on-time deliveries.
- Proactively identify and propose creative solutions to improve the process.
- Make sure deadlines are met and orders delivered on time.

Aptitudes:

- Excellent analytical, organizational and communication skills.
- Detail-oriented, capable of multi-tasking, and self-directed with proven ability to prioritize tasks.
- Proficiency in English.
- Resourceful, adaptable, and able to work in a fast-paced, quick-turnaround environment.

- Excellent time management skills.
- Excellent problem-solving skills.
- Enthusiastic and willing to learn.

We offer:

- Full-time contract of mandate - umowa zlecenie.
- Remote or on-premises work.
- Great and supporting team
- Satisfactory job and an impression that you made things happen.
- Possibility for promotion(s), cross training in other departments to expand your knowledge and skillset.
- Opportunity to develop skills in a global environment.
- Gain experience in the industry at the leading Media and Entertainment localization company.

Application link:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=804987e7a7294af7805ce697f916aaee>