**PRODUCTION AND TECHNICAL LOGISTICS ASSISTANT**

Discovery Eurosport has secured the rights from the International Olympic Committee to manage the distribution of the XXIII Olympic Winter Games in PyeongChang from 9-25 February 2018. Discovery Eurosport is seeking to appoint several Production and Technical Logistics Assistants who will assist with co-ordinating the broadcast requirements of Discovery Eurosport. The role will report to the Director of Operations.

**Core Duties**  
- coordinate the pulling and staging of technical and non-technical equipment and production supply orders

- load, unload and deliver equipment and supplies to and from Olympic venues

- research, contact and acquire local suppliers and vendors as well as maintain strong business relations with them

- create financial accounts and purchase orders

- undertake venue runs with truck drivers and confidently liaise with Venue Managers with regard to production and technical deliveries

- build and break down pallets, wrap and unwrap deliveries and organise them systematically using material handling equipment  
  
- accompany and supervise vendors and contractors carrying out essential work in warehouse and venues  
  
- create and maintain a suitable and safe working environment for logistics and security personnel   
  
- create, organise, receive and update domestic and international shipments  
  
- track technical and non-technical equipment using internal asset management system  
  
- carry out technical and non-technical inventory control with precision and accuracy  
  
- administrative and office management duties including scanning, printing and arranging files, invoices and purchase orders

- prepare venues and International Broadcast Centre for the arrival of Discovery Eurosport staff by organising furniture, signage, technical equipment, deliveries & shipments    
  
- provide a professional service to all Discovery Eurosport clients, consistently delivering strong communication and customer service skills

- whilst this document is a comprehensive assessment of the role, the duties of the Production and Technical Logistics Assistant may from time to time be amended as dictated by business.

**Essential skills:**  
- confident at troubleshooting on the spot and prioritising tasks

- willingness to work in a fast-paced environment with long and often unsociable hours including nights, weekends and public holidays

- demonstrate precise attention to detail whilst working to tight deadlines   
  
- maintain confidentiality of all internal processes, areas and security  
  
- possess excellent communication skills and confidence to talk to any level of staff with respect and courtesy  
  
- prepared to work in a warehouse and carry out hard physical work  
  
- capable of following orders and requests from senior members of staff  
  
- possess a positive, can-do attitude and a good sense of humour  
  
- competent with MS Office (Word, Excel, PowerPoint and Outlook)  
  
- a good understanding of English is essential.

- this role might suit a student / graduate of a recognised Film &Television Course