**MDS (MASTER DELIVERY SCHEDULE) 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 an MDS Team 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 delivery of technical and non-technical equipment and production supply orders to and from Olympic venues

- schedule and update domestic and international shipments using the MDS system (the centralised scheduling system of the Host Broadcaster, OBS) which controls the flow of delivery vehicles into Olympic venues)

- liaise with appointed logistics company with regard to organising, scheduling, dispatching and receiving trucks

- ensure each delivery is dispatched with correct documentation; delivery driver knows the precise location of delivery point and is aware of any access issues; that the driver is in possession of all necessary accreditations/vehicle passes

- build strong working relationship with Venue Logistics Managers

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

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

- administrative and office management duties including scanning, printing and arranging files, customs documents and delivery notes

- 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 MDS 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 all levels of staff and clients with respect and courtesy

- prepared to work in a warehouse and carry out 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