

Now Recruiting

Allocator Fixed Term – 9 Months (Part time)

About us:

dock10 is one of Europe's leading digital media service providers. Operating at the heart of MediaCityUK in Manchester, our clients have access to HD TV studios, digital post-production, cloud media management services and advanced connectivity options.

There is a requirement for an Allocator to join our Studio Operations team. This is a temp position to cover maternity leave for a period of 9-12 months.

About the role:

You will need to build and maintain effective relationships with staff, suppliers and agencies. Ensure actions and activities are recorded and maintained on the bookings system accurately and in a timely manner. Follow work processes accurately to ensure that the Company's contractual and statutory obligations are met. Understand the role of Allocator in context of the internal and external customer experience and ensure that all activities and actions support and contribute to the customers' experience. You will need to work at maximizing profit through using the best resource possible.

What we are looking for:

- Face to face customer service experience
- Familiar with scheduling systems and competent with Microsoft Office
- Experience in dealing with last minute changes and requests
- Excellent verbal and written communication skills
- Experience in working with Purchase order systems

We are looking to recruit somebody to schedule internal and external resources to meet both regular and irregular production activity according to requirements determined by project and line managers. The dock10 Studio Operations Department provides operational services to a number of areas within the overall business. We would require you to be positive and keen to share your ideas, skills and knowledge with your colleagues, always looking for ways to act proactively. You'll always be on hand to answer internal and external customer and supplier queries, building rapport quickly to understand their needs and aiming to deliver the best support service you can.

How to Apply:

Simply email your CV and a brief covering letter explaining why you would be great for the role to jobs@dock10.co.uk by 27th June 2018 and we'll be in touch.

