

### Job Vacancy

**Position Title:** Traffic Operator  
**Department:** Media Services  
**Location:** Amsterdam, NL  
**Salary:** Competitive & Excellent benefits  
**Contract:** Temporary – 3 months

#### Main Responsibilities

- Order and/or request various transmission materials\* according to transmission schedule, from various suppliers;
- Liaise with the acquisitions department to coordinate delivery of program material from international suppliers;
- Check incoming transmission materials\* according to technical specifications such as administration, shipping and receiving specs;
- Preparing transmission materials for encoding and/or transmission;
- Data entry of all transmission materials\* in Channel Management System;
- Maintain the media libraries by handling logging and media movement;
- Assist Senior Traffic Operators in resolving media discrepancy reports issued by DMC departments and other external parties.

\*Such as: subtitle files, audio translation files and transmission

#### Knowledge, Skills & Experience

- A minimum of 2 years administrative experience, preferably in a broadcast environment;
- Well organized and accurate;
- Able to cope with deadlines;
- Able to work independently and in a team environment;
- Problem solver and customer focused;
- Willing to work flexible hours (not 9-5);
- Good oral and written communication in both Dutch and English;
- Computer literate (practical experience with Microsoft).

[APPLY HERE](#)

Or please email your CV and a covering letter stating current remuneration package to

Frank Geuze, Recruitment Advisor  
Email: fgeuze@lgi.com  
Tel: +31 (0) 20 – 77 83 899

Chellomedia is committed to equal opportunities and welcomes applications from all sections of the community.