

Job Vacancy

Position Title: Content Administrator
Department: Engineering & Ops
Location: Amsterdam, NL
Salary: Competitive & Excellent benefits
Contract: Definite

Main Responsibilities

- Ordering, tracking and ensuring timely delivery of material for required content
- Entering and maintaining content deal parameters in NVOD and VOD content management systems
- Maintaining material and content overviews for all NVOD and VOD services (includes PC Streaming and Adult services) based on information from Studios, independent distributors and internal programming department
- Ensuring timely notification of content from providers and Acquisitions Department in order to facilitate materials orders, promotions production and scheduling
- Researching metadata (i.e. synopses, cast information, local age ratings) for all licensed content and entering into NVOD and VOD content management systems
- Co-ordinating localisation of metadata with internal and external parties
- Requesting, tracking and formatting of press & publicity and competition materials
- Writing and maintaining manuals for material and content procedures
- Providing support to Operations Department on day to day tasks

Knowledge, Skills & Experience

- Minimum education MBO or foreign equivalent
- Excellent computer skills (MS Word, Excel, Access)
- Well organised, flexible, trustworthy and able to multi-task
- Good research skills and capable of dealing with deadlines
- Good eye for detail
- Able to work on own initiative and in a team
- Excellent written/spoken Dutch & English
- Basic written/spoken German a plus
- No 9-5 mentality
- Knowledge of/interest in broadcast media a plus

[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.