

GORILLA

Gorilla TV is Wales' largest Post-Production facility with offices in Cardiff Bay and Cardiff City Centre. We are currently looking for several staff to join our expanding teams.

POST PRODUCTION COORDINATOR

Gorilla Group is looking to recruit a Booking Coordinator to join an experienced team to plan and manage post production schedules and deliver programmes to multiple broadcasters.

Role Responsibility

You will be responsible for maintaining an up-to-date schedule, inputting bookings accurately and according to an approved quote, making best use of resources.

You will be expected to keep client accounts up to date, generate and send invoices and cost reports to set deadlines.

You will deal with workflow queries and consult key members of staff to advise clients on the most efficient and cost-effective solutions in line with their budget. You will ensure client satisfaction remains central throughout the post process and keep contacts informed of progress and costs throughout.

The Ideal Candidate

We're looking for someone with excellent communication skills across all mediums with a very good knowledge of software packages such as Excel and Word. You will need to be extremely organised and be able to work as part of a team, collaborating throughout each day, as well as undertaking tasks on request in a timely manner. The successful candidate will also be able to perform under pressure and handle a fast-paced environment.

You should already have a good understanding of post-production workflows, processes, and deliverables. Prior knowledge of scheduling software would be beneficial but not essential.

Please apply including CV and covering letter indicating level of experience and salary expectation range to jobs@gorillagroup.tv

Closing Date for applications is 28.08.2021

Gorilla TV Ltd is an equal opportunities employer and embraces people with diverse perspectives and from diverse backgrounds. We are committed to reflecting and representing the diversity of the UK in all our activities.

Your Personal Data is very important to Gorilla TV Ltd and the information you supply will be collected and processed in accordance with the Data Protection Act 2018 and [Gorilla Privacy Notice](#). We will hold your CV for 6 months, unless you ask us to delete it earlier.