

NBC Universal Job Description

Job Title	Shop Logistics Coordinator
Hiring Manager	
HM Title	
HR Manager	Jorge Munoz
Organization	TLMD TSM Ops Administration
Location	Miami, Florida

ABOUT US

Telemundo Network Group LLC is a U.S. Spanish-language television network committed to broadcast unique and outstanding national and local entertainment, news and sports programming to the fast-growing U.S. Hispanic audience. Telemundo targets this growing and vibrant audience by delivering the best in Latino entertainment. The network's schedule features a wide range of original programming, including novelas, talk shows, original sitcoms, sports and news, children's programming, blockbuster movies, reality, entertainment and music programs. Telemundo Communications Group, Inc. is an operating subsidiary of NBCUniversal, the nation's leading broadcast network and film. NBCUniversal is an equal opportunity employer.

RESPONSIBILITIES:

The Shop Logistics Coordinator is responsible for supporting, maintaining, and monitoring the financial aspects of the Shop department as well as for providing additional administrative support.

Responsibilities:

- Assists in the reconciliation of P-Card expenses and purchases belonging to the Shop department
- Audits and processes payment and/or check requests as needed and reconciles records
- Audits receipts and invoices from vendors and/or suppliers for purchases or services
- Responsible for submitting cost allocation reports to all ongoing productions that specifies the cost of material and labor
- Prepares a monthly report for all repairs or maintenance work required by the department
- Provides additional assistance as needed in the preparation and processing of new hire payroll documentation and/or forms (i.e. Job Requisition Form, Badge Authorization Form, End of Assignment or Employee Change Form) and ensures it is provided to proper person/department (i.e. Human Resources, Payroll, Security)
- Assists in the collection of timesheets for contractors and/or in the submission of hours for NBC employees in Timekeeper
- Monitors and tracks approved PTO requests for all employees in the department
- Assists in the preparation of information/reports for Scheduling including report of all new contractors (daily hires) and/or assignment of personnel
- Assists the Shop Manager in preparing and updating the pre/post scheduling plan
- Manages and maintains office supply inventory for the department

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Provides general administrative support (filing documents, routing documents for approval, scheduling meetings/appointments, opening IT tickets, etc.)

Works under the direct supervision of the Logistics Manager and/or Director Facilities Operations and is responsible for completing any other tasks as assigned by supervisor

Ensures that all work is done under the technical guidelines and operations procedures of Telemundo Studios' infrastructure and adheres to EHS/OSHA regulations and procedures

Follows policies, applicable laws, and regulations to protect his/her own health and safety as well as that of other workers, the public, and the environment

Presents ideas that support EHS goals and policies to your business or EHS leader

Raises concerns about possible violations of EHS policies to your manager, business and EHS Leader

QUALIFICATIONS / REQUIREMENTS:

Basic Qualifications

Minimum 2 years of administrative/clerical experience

Minimum 1 year of experience within Finance/Accounting or related functions

Must be fully fluent in Spanish

Proficient in MS Office Word and Excel, Internet Explorer, and Internet search engines

Must be able to perform job at locations in and outside work environment with varying weather conditions

Eligibility Requirements

Interested candidate must submit a resume/CV through www.nbcunicareers.com to be considered

Willingness to travel and on weekends with short notice

Must be willing to work in the greater Miami, Florida area

Must be 18 years or older

Must have a valid driver's license

Must be "on call" 24 hours a day / 7 days a week

Must be fluent in Spanish (speak, read & write)

Must be willing to facilitate personnel requirements including late and/or last minute scheduling changes in a 24/7 production work environment.

Must be covered by Solutions, NBCU's Alternative Dispute Resolution Program

Must be available to work (whenever necessary for show production) early mornings, evenings, holidays, weekends, and natural disaster emergencies.

Must be willing to submit to a background investigation.

Must have unrestricted work authorization to work in the United States.

Ability to work regular hours.

DESIRED CHARACTERISTICS:

Ability to multitask and work in a fast paced, dead-line driven environment

Excellent communication, leadership, interpersonal and organizational skills

Strong attention to detail

Team player

Customer service oriented

Bilingual candidates with a fluency in English and Spanish (speak, read, and write) are strongly preferred