

## NBC Universal Job Description

**Job Title** Tech Ops 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 Tech Ops Logistics Coordinator is responsible for supporting, maintaining, and monitoring the financial aspects of the Technical Operations department as well as for providing additional administrative support.

#### Responsibilities:

- Assists in the reconciliation of P-Card expenses and purchases belonging to the Technical Operations department
- Assists in requesting quotes for the rental and/or purchase of technical equipment
- 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
- Creates purchase orders as needed and ensures the adequate approval is provided
- Assists in the preparation of monthly budget reports for the Technical Operations department
- Prepares a monthly report for all repairs or maintenance work required by the department
- Monitors and tracks the weekly submittal of technical reports provided by the Engineers in Charge
- Updates inventory reports for technical equipment and tracks the status of new purchases and/or repairs
- 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

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Manages and maintains office supply inventory for the department  
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 Technical 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](http://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