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Job Title: **EDITORIAL ASSISTANT – FILM AND MUSIC**

Reporting to: Editorial Manager – Film and Music

Main purpose of role: To capture and verify data on home entertainment releases for incorporation into electronic information records.

Key relationships:

Internal

External

Film and Music team Editorial Manager – Film and Music Director of Trade Sales IT Support Team	Film and Music Suppliers
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DUTIES AND RESPONSIBILITIES

- To understand and apply data rules and standards
- To apply specialist knowledge in response to customer queries.
- To manage own and team workload priorities to meet targets.
- To ensure records are consistent and free from anomalies and report quality issues.
- To maintain up-to-date knowledge and contribute to continuous improvement.
- To be responsible for complying with BDS Group health and safety policy and procedures.
- To support and assist in the development of skills of others in BDS

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Qualified to SCQF Level 6 including English at Higher Grade level	Degree in relevant subject
Knowledge	General appreciation / knowledge of home entertainment subjects	
Relevant Experience	Working within a productive environment. Experience of working within defined rules and processes. Use of high level written communication; literacy; rapid comprehension and summary skills.	Customer support experience
Skills	Confidence and willingness to react to and manage workflow priorities. Have a customer based attitude / awareness. Fast and accurate keyboarding. Ability to work autonomously or as part of a team. High level of attention to detail. Use of enquiry skills.	Willingness and ability to continually develop own knowledge and experience. Ability / willingness to mentor others.