**Job Specification – Korean Media Specialist**

**Overview**

This position represents the main link between each of our clients and all IFE Services Departments (UK and Overseas).

The position will require responsibility for researching, buying and scheduling Korean movie content (and movies from other Asian territories as required), adhering to airline client budgets and requirements, and also assisting with tenders / proposals.

A close relationship with both internal IFE departments and each client must be maintained to ensure that an optimum level of service is offered to the client at all times.

The position is available at IFE Services’ office located in Singapore, and will require daily contact with Programming and Customer Services departments, reporting to Customer Services Manager (UK).

The position will also require the individual to attend regular visits to their clients throughout the year, therefore the availability to travel at short notice is preferable.

**Working Hours**: 9.30-6.30 (Flexibility required, with some additional early starts or late finishes)

**Salary**: TBC - dependent on prior experience

**Brief Overview of Job Role and Responsibilities**:

- Through daily contact, ensure each client within your remit has all their requirements fulfilled, and maintain a clear view of their current situation and future plans.

- To build a close relationship with each of your clients, to gain a trust and understanding with the airline

- To be diplomatic when resolving client issues/problems, and to be assertive when assisting in the decision making process with the client.

- Preparing Quotes, Invoice Requests, and Cost/Sales Analysis

- To maintain a good understanding of each client’s customer profile, to ensure that the most suitable / relevant titles, programmes, concepts etc... are offered for review and selection.

-To maintain and keep up to date with industry trends, new hardware solutions and general IFE knowledge/information.

- Researching international and independent movie suppliers in line with airline and cruise line client requirements – both current and potential

- Monitoring film festival line-ups and film industry press; sourcing and contacting distributors to explore airline licensing opportunities and attending film festivals / markets as required

- Movie availability analysis, research, preparation, screening and report creation

- Creation of movie schedules, Excel charts, recommendations on a cyclical basis

- Cost analysis of each proposed schedule with financial controller

- Price negotiation with international distributors, maintaining excellent relationships

- Responsible for screening international content and arranging appropriate edits, specific to airline requirements

- Logistics: including master tracking, language dubbing and subtitling

- Liaising with internal production dept regarding creation of movie inserts / promos / edit charts

- Admin assistance

- Assisting with tender proposals – research, analysis and writing

**Brief Person Spec Requirements**:

- Ability to research and plan

- Interest in / knowledge of Korean movies essential, and airline/media industry knowledge desirable

- Degree level education to high standard and experience of an office working environment

- Intermediate IT skills, experienced with Microsoft excel, word and PowerPoint

- Excellent attention to detail, organised, self motivated and pro-active

- Extremely efficient communicator and problem-solver

- Ability to prioritise/time manage effectively

- Analytical skills and a keen eye for detail

- Keen negotiator, driven to meet financial targets

- Ability to work under pressure and always meet deadlines (with the ability to respond to shifting deadlines and priorities)

- Ability to provide, supply constructive criticism/feedback on current processes and improvements

- Willingness to travel as required

- Ability to deal with strong personalities!