Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/07/27

Production Unit Assistant (12 Month Contract)

Job ID	**FC-E5-97-9A-B7-7A**	
Web Address	https://careers.indigenous.link/viewjob?jobname=FC-E5-97-9A-B7-7A	
Company	TVO	
Location	Toronto, Ontario	
Date Posted	From: 2023-04-06	To: 2023-10-03
Job	Type: Full-time	Category: Broadcasting-Media
Job Salary	$44,759.78 - $52,747.91 per year	
Languages	English	

Description

Overview:

Under the overall responsibility and authority of TVO Management, and adhering to TVO policies, standards and practices, the Production Unit Assistant provides support services to the Production Manager/Programming and Content by coordinating production related items. Performs administrative functions in a high-volume environment and provides support for various tasks directly related to the process of content production. May act as Production Manager's designate. Performs other related duties.

Key Job Responsibilities:

-This role provides support services to the Programming and Content division - supporting the Production Manager for TVOkids and the Digital division.

-Researches, recommends, coordinates, and prepares travel while ensuring compliance with various TVO policies.

-Coordinates activities related to production including developing efficient schedules, crew times and travel.

-Provides various departmental supports including activities associated with scheduling and booking of resources (e.g., staff, equipment, studio)

-Acts as the department representative in all financial related activities and issues (including expense claims, payment requests, and purchase requisitions).

-Supports and coordinates various services including review of outstanding commitments, reconciles financial reports, prepares/reports on accruals and performs journal entries and verifies all documentation.

-Additional services as required under the supervision of the Production Manager including administration of various support services, initiating/inputting of contracts, purchase orders, approved production expenses and cheque requisitions.

Qualifications:

-Excellent multi-tasker with the ability to coordinate various tasks, and a strong communicator with both verbal and written skills.

-Display initiative and be a self-sufficient problem solver to be able to handle a high volume of detailed information.

-Organized, reliable and experience with meeting deadlines, prioritizing work and a keen attention to detail in all tasks.

-Knowledge of Word, Excel and must be familiar with or able to quickly adapt quickly to TVO's internal systems such as Nav Dynamics, Telescope and CPR

-Motivated by a busy, constantly changing environment.

-Important to have strong interpersonal skills and enjoy working independently as well as in a team environment.

-Previous related production experience is a strong asset.

-Post-Secondary Diploma/Degree completed or equivalent number of years of current related industry experience.

-3+ years work experience

-Must have a valid driver's license.

We invite you to submit your application by April 15, 2023, at 5:00 p.m. Not sure you have everything we're asking for, but know you can make a big impact Tell us your story and we will be happy to consider you.

To learn more about us and our culture, please visit us at https://www.tvo.org/about/work-at-tvo.

TVO is an equal opportunity employer and is committed to an inclusive, equitable, and accessible workplace where all employees feel valued, respected, and supported. We believe that the diversity of our team strengthens our ability to develop creative solutions and products that are reflective of the communities in which we serve across Ontario. At TVO, we recognize the importance ofâ€¯using anti-oppression practices, both within our organization and in our content. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process (e.g., including alternate formats of materials, accessible meeting rooms). If you are seeking accommodations during the application or interview process, please advise us as soon as possible so that appropriate arrangements can be made by sending your request to accommodations@tvo.org.

Qualifications

Motivations

Preferred

Growth Opportunities: Inspired to perform well by the chance to take on more responsibility

Education

Preferred

Bachelor's Degree (3 or 4 years) or better.

How to Apply

Click "Apply Now"