



Commitment	March 2017 – October 2017
Department	TV Distribution
Position Title	Intern
Reports to	VP and Sales Coordinator
Business Unit	NBCUniversal International Television Distribution

About Us	NBCUniversal International Television Distribution, a division of NBCUniversal, is responsible for the distribution of NBCUniversal product to all forms of television and new media outside of the U.S. and Canada. This includes a rich library of more than 4,000 feature films and 100,000 television episodes, including current and classic titles, non-scripted programming, sports, news, long-form and short-form programming, and locally produced content from around the world.
Role Summary/Purpose	<p>Providing support to the VP and Sales Coordinator during the pre & post sales process.</p> <p>Also responsible for following up to clients on projects assigned by his/her supervisor.</p> <p>Other responsibilities are to provide overall administrative support to the VP Liaison and Sales Coordinator while overseeing general administration of the office.</p>
Essential Responsibilities	<ul style="list-style-type: none"> • Work closely with the Sales Coordinator with updating monthly, weekly and quarterly product reports and licensee reports. • Cross checking finalised deals with the production system to ensure correct details entered. • Working on proactive initiatives with the Sales Coordinator and VP of Distribution Sales to go to market with. • Provide administrative support for various projects including Budgets, presentations in PowerPoint, etc...; • Perform general clerical duties such as filing, data entry, faxing, scanning and photocopying; • Manage calendar and coordinate meetings/conference calls; • Maintain and update client database. • Monitor the marketplace for changes that affect sales activities, both directly and indirectly and researching current market trends. • Identify new opportunities for sales as a result of new entrants, changing technology and/or delivery systems. In coordination with the VP and Sales Coordinator, develop sales strategies to quickly address and capitalize on these new opportunities.
Qualifications/Requirements	<ul style="list-style-type: none"> • Proficient in MS PowerPoint, Word, Outlook and Excel • Excellent attention to details • Well organized with great prioritization skills • Ability to take initiative and work independently • Excellent communication and a great team player • Ready to learn and is motivated by TV distribution industry

Please send your application to: Campus2CareerApac@nbcuni.com
Applications Close Midnight 13th October 2016.