



Employment Opportunity

Company Name: SIM Digital / Bling
Position Title: LTO Technician
Employment Category: Full-time, Permanent
Location: 2285 Clark Drive, Suite 230, Vancouver BC V5N 3G9
To apply: Please submit a resume and cover letter to HR@simgroup.com

SUMMARY

SIM Digital/Bling, a leading supplier of production equipment, workflow and post-production solutions, is currently looking for a full-time LTO Technician.

The LTO Technician uses their technical abilities to ensure that all LTO tapes are completed in a timely manner and that all LTO's are QC'ed in accordance with quality control procedures. Communicates with direct supervisor on a daily basis to ensure that all LTO's created are logged, tracked and shipped to clients or client storage facilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

LTO Creation:

- Lead LTO technician for all LTO work in the Burnaby office.
- Participate in ongoing training of LTO procedures with LTO technicians in all Sim/Bling offices worldwide.
- Communicate with dailies supervisors and dailies technicians and manage the rotation hard drives containing Master media and/or dailies to be LTO'ed
- Responsible for verifying all media before writing the LTO.
- Create LTO's for any and all long format shows or commercials that requiring LTO'ing.
- Maintain system for producing and delivering LTO and all necessary elements, and ensure clients are receiving these in a timely manner.
- Oversee the master database of all LTO created during the course of production.
- Ensure that all LTO's are properly stored in Bling's LTO safe.
- Be the primary point of contact for clients that are using our a la carte LTO'ing services.
- Continuously research new ways to improve Bling's system of LTO creation and tracking.

Administration:

- Shipping of LTO's to clients.
- Use Bling's strict LTO tracking paperwork to ensure accurate delivery and tracking is maintained and accounted for.
- Track and report the status of all LTO supplies and stock at the lab
- Answering calls from clients and providing customer support.
- Perform other duties that may be assigned.
- Demonstrate an understanding and appreciation of the mission, vision, and values of the company.
- Clients and Technical Service:
- Ensure 24/7 technical support
- Ensure excellent customer service by identifying the needs and wants of clients and responding to their concerns and problems in an effective, timely manner
- Provide assistance and technical information to clients, potential clients and staff members when required

QUALIFICATIONS:

- College Diploma from a recognized Audio/Video/Film Production Course
- Proficiency working with AVID and FCP
- Work and practical experience in Audio/Video/Film Production Industry
- Ability to use, learn and implement new software and hardware