

QVC has an exciting opportunity for a talented individual to become a **Programming Intern in our Strategic Programming Department**. Under general supervision of the Manager, performs a variety of administrative and clerical duties to support and ensure the smooth operation of the department.

- Support QVC's charitable product program endeavors including writing long product descriptions, product QA submissions.
- Ability to communicate and follow up with vendors regarding shipping, tracking, and inventory of all samples.
- Solicit Public Service Announcement (PSA) placement through cold-calling outreach to publications, submitting insertion orders, and follow-through to status reporting.
- Update & maintain Product Information database in Access.
- Support department by maintaining and publishing department calendars on a weekly basis.
- Responsible for the administrative and clerical operation of the Programming Department.
- Other duties as assigned.

Required Qualifications

- Some college courses in marketing, business, communications or related field
- Excellent oral and written communication skills
- Confident, self-motivated individual. Must have desire to learn and be able to multi-task.
- Ability to prioritize and adhere to strict deadlines.
- Ability to decipher priorities and to seek assistance/direction when necessary
- Ability to access and enter information using automated systems quickly and accurately
- Working knowledge of PC including; Outlook, Word, Excel, Access, and Powerpoint
- Ability to handle confidential information
- Ability to lift large boxes up to 20lbs (need to confirm with Doug)
- Extreme multi-tasker a must
- Follow-thru on problem solving, with the ability to think through obstacles.
- Resourceful- find a way to make things happen. "What needs to happen next" How do I get there"
- Good time management skills with the innate ability for prioritization and flexibility for change.
- Ability to visualize design and creative inspirations, with attention to details and specifics

Preferred Requirements

- Administrative experience a plus, with experience supporting management preferred.

Jaime Hollerbach

Senior Publicist

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