



Webcasting Program Specialist – 2nd shift

Corporate: Downtown Raleigh, North Carolina, USA
1 Glenwood Avenue - Suite 1001, Raleigh, NC 27603

Job Title: Webcasting Program Specialist – 2nd shift

Department: Shareholder Communications/Webcasting

Status: Full-time Hours: **Available for 2nd shift (3pm-12am) and alternate flexibility (12pm-9pm)**

About Us:

Issuer Direct (NYSE: ISDR) is a global industry-leading communications and compliance platform company focusing on the needs of corporate issuers. Issuer Direct has offices in the UK, Canada and multiple locations across the US, but is headquartered in Downtown Raleigh, NC. Issuer Direct serves more than 4,000 public and private companies in more than 18 countries.

As one of the fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

We're looking for a new member to join our Webcasting Department. As a Webcasting Program Specialist, you will be responsible for working with a team of professionals that manage public and private company events that are broadcast via our webcast and teleconference platforms. Ideal candidates will have basic knowledge of typical audio and video production processes, as well as, internet streaming and web technologies.

A Day in the Life:

- Schedules, sets up and connects events via workflow systems by communicating and directing client requests
- Manages daily schedules and interfaces with clients to meet their needs
- Posts production editing of audio files
- Creates participant lists and analyzes traffic patterns
- Ability to critically multi-task in a high bandwidth environment when called upon
- Records and gives direction to clients during the recording sessions
- Reviews event schedules and details for accuracy
- Performs other related duties as assigned

About You:

Knowledge, Skills & Abilities

- Engage and partner with clients and internal partners as required
- Proficiency in PC/Internet technologies, HTML and Microsoft Office Suite
- Familiarity with pre and post-production environments
- Capable of problem solving and trouble shooting
- Prefer working in a collaborative, team-based environment
- Ability to prioritize and leverage resources successfully
- Excellent time management and organizational skills



- Advanced technical/business skills
- Self-driven
- Confidential
- Excellent oral and written communication skills

Education & Experience

- BA/BS degree or equivalent work experience
- 1+ years' experience in webcasting, audio and production roll required

Perks & Benefits:

- 100% company paid medical coverage, with optional dental and vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program and Health Advocate available for all employees
- Flexible Spending Account (FSA) and Health Savings Account (HSA)
- Company discounts on social and entertainment
- 401(k) with match
- Generous, flexible PTO policy and Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected Veterans' status or any other characteristic protected by law.

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