

Job Description

Job title	Broadcast Executive
Reports to	Carl Brady -Director, Laura Behan-Account Director

Job purpose

As a Broadcast Trading Executive at Republic of Media you will play a vital role in a growing team within the agency. Based in Manchester (with occasional travel to Edinburgh) you will join the team accountable for the planning & buying of both national and regional Broadcast campaigns, whilst ensuring all deal parameters and campaign targets are delivered.

Part of this role will also require you to be comfortable dealing directly with clients, whether this be at planning sessions, campaign reviews or during brainstorming meetings. At Republic of Media a Trading Exec provides essential support to the senior members of the Trading team, whilst also developing junior staff. Due to the size of the agency the Trading Exec will regularly work with Heads of department & company Directors.

Duties and responsibilities – Not limited to but likely to include

Whilst line managed and mentored by an Account Director, based in Manchester you will join our small team of Broadcast specialists. You'll be responsible for the day to day running of various accounts, with a certain emphasis on schedule analysis and schedule improvement.

A large part of the role is data driven & will require work with excel spread sheets. You will analyse programme performance, compile reports and identify advertising opportunities for your clients. In order to fulfil this role you will be expected to have prior knowledge of proprietary industry systems (incl. Addynamix & BARB) to develop solid reasoning behind all media decisions.

Job Skills and experience

- Eye for detail
- You should be able to articulate ideas and thoughts in an effective and concise manner.
- We expect you to make positive contributions to the business in both agency and client meetings.
- Excellent verbal and written communication skills
- Daily, there is a requirement to deal with large amounts of data so ideally our Exec will be both analytical and highly numerate.
- Managing and maintaining excel spread sheets is necessary on a daily basis as is analysing campaign performance, compiling reports and spotting opportunities for your clients.
- Proven experience of working well under pressure and to tight deadlines would also be beneficial.
- DRTV work experience would be beneficial, but not essential.
- Ideally one to two year's experience of solid media experience gained in an advertising/media agency environment

General information

- 37.5 full time hours – (flexible working option available if required with a minimum of 24 hours per week)
- Annual holiday entitlement is 22 days + 8 public holidays + 3 fixed days between Xmas/New Year
- Salary dependent on experience
- Interview dates will be throughout December
- Start date for this role if successful will likely be December/January 2019
- Permanent (3-month probationary period)

Other benefits:

- Life insurance cover of 4x salary on commencement
- Income protection insurance of 2x salary on commencement
- Critical Illness insurance of 2x salary on commencement
- Auto enrolled into Workplace Pension scheme (5%) after 3 months but can opt out.
- Option to join private medical scheme after 6 months