**Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | AV Media Assistant | **Line Manager(s)** | Laura Behan, Account Director Carl Brady, Director  |
| **Salary** | Competitive (DoE) |
| **Department** | AV Planning and Buying  |
| **Location** | Manchester  |
| **Hours** | 37.5 per week | **Permanent or Fixed Term** | Permanent (3-month probationary period) |

**Job Purpose**

As a media assistant at Republic of Media, your job will be to assist in the buying of advertising communications campaigns for our clients.

**Job Description**

The role is very much a supporting role and we’re looking for a bright and engaging individual who is organised with a strong attention to detail. The role could suit a graduate who is looking for an opportunity or an 'in' with an award -winning agency or it could suit an experienced administrator. The role will not immediately lead to promotion to head of TV (!) so we are definitely looking for an individual who will be content and hard-working in an administrative role where data inputting and checking data is critically important.

**Required Competencies**

|  |  |
| --- | --- |
| **Required Competency** | **Our Expectation:**  |
| **Communication**  | 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. Written communication must be of a very high standard and the candidate should be confident when speaking to clients, media owners and other stakeholders both in person and on the phone. |
| **Knowledge**  | Prior media/advertising experience is not a requirement for the role. Data handling, organised and self-sufficient skills will be key to the role. |
| **General** | There is a requirement to deal with large amounts of data accurately so ideally our media assistant will be both analytical and highly numerate.Enthusiasm and passion for what we do will be crucial. |

**Who are Republic of Media?**

We’re Freethinkers – working with clients to deliver media effectiveness and manage transformation. Born in the digital age, we are the fastest growing media agency in the UK. With offices in both Manchester and Edinburgh. As a media agency with an emphasis on being truly independent, we specialise in communication planning, media buying, brand building, digital media and innovation. Contact us now with a covering letter and a copy of your CV if you wish to be considered for the above role. We guarantee a competitive salary, plus the challenge and excitement of joining a rapidly emerging agency.

**COVID-19**

Due to the current global pandemic we are working both remotely and from our regularly sanitised COVID-19 compliant Manchester HQ. As a team of dynamic practitioners, we have set ourselves up to work efficiently from home providing daily contact with team members. We speak openly and honestly to our team about their personal circumstances during the current pandemic. The ideal candidate would be able to work from our Manchester office and from home.

Contact details: jobs@republicofmedia.co.uk