

Media Planning & Buying Account Handler - Midlands - £22k to £30k pa

+ Excellent Benefits & Free Parking

Our client is an award winning Top 20 media agency, with offices in London and the Midlands and one of the UK's leading media independents, boasting an enviable and expanding blue chip client list. Due to further expansion they are now looking for an ambitious and enthusiastic Media Account Handler, with a minimum of 18 months experience, to join their team in their Midlands offices.

With a real commitment to innovation and training & development, this is a great opportunity for someone to make their mark and progress their media career in one of the UK's most respected and successful media agencies.

Key Responsibilities

Taking standard briefs from clients.
Handling day to day requirements for smaller clients.
Planning and buying media campaigns across all media.
Understand and keep up to date with relevant media markets and developments.
Understand and keep up to date with client markets.
Support on new business projects.
Assisting with preparation and presentation of plans on miscellaneous projects.
Assisting with preparation and presentation of medium updates.
Develop and maintain sound working relationships with personnel at client companies.
Organise and attend media owner meetings.
Assist in hosting client entertainment.
Involvement in various team / company projects.
Inputting bookings on DDS.
Assist with induction of new staff.

Additional Responsibilities

Basic presenting to current clients.
Provide new business support to Media Director.
Provide support on non-media projects.

Skills/Experience Required to Perform Role

Numerate

Good knowledge of all relevant media markets.
Ability to manage multiple projects concurrently.
Knowledge of all software used such as Microsoft Office, including bespoke media systems. (Mediatel, TGI, AdDynamix et al. although some training can be given)
Excellent eye for detail and accuracy.
Competence at presenting.
Able to construct presentations to a good presentation standard.

Minimum of 18 months experience in Media department or Media agency
Team player

The agency is a real success story and an employer of choice, offering a fantastic working environment, excellent staff development and future career progression.

If this appeals and you want to be part of this vibrant and successful media agency, don't miss out - submit your CV for immediate consideration.