

# Media Buyer

**Location:** Bryanston, Johannesburg

**Job level:** Medium/Senior

**Type:** Permanent

## Job Description

Are you a seasoned media buyer with at least 7 years' experience in media buying across all through the line channels including digital and have experience with various media buying tools. We are looking for a candidate who has strong negotiation skills and thrives under pressure.

## Operating and Technical Skills

Working alongside the planner, identify in a timely and effective manner any budget movement and, where agreed with the planner activate a change in buying activity. Working in collaboration with the planning team, seek to continually improve process and communication flow so that the best service is offered to clients and client teams.

- Issue chase lists to creative agency or client upon approval of the media plan.
- Book and secure media space across TV, radio, print, OOH, digital upon receipt of the signed schedule, PO, CE.
- Negotiate discounts, positioning, category exclusivity.
- Reconcile buying activity against media owner contracts and ensure all necessary amendments to contracts and media flow plans are made correctly and in a timely manner
- Load bookings onto the media buying tool (Chase, Navision).
- Issue media booking and flighting instructions
- Accurate filing and record keeping of campaign information (buying briefs, signed plans, e-mail correspondence, latest flow plans, flight/copy instructions)
- Ensure that all billing is accurately completed before 25th of every month with the Buying Lead. Check all documents, for compliancy, are in the billing files at month end.
- Efficiently handle amendment and account queries whether they are client or internal team queries.
- Provide assistance to the implementation planner where required including discount demonstration, post campaign checking, maintenance of clashing schedules.
- Compile monthly proof of flighting, tear sheets, site bibles.
- Check draft invoices
- Identify and develop opportunities to showcase new products to clients and achieve incremental revenues

- Help to identify new opportunities and business growth on new and existing clients, as required.
- Source rates and data and generate ad-hoc media flow plan when required

### **Education and Experience**

- Diploma, degree or equivalent industry certification
- Must have a minimum of 7 years' agency experience in a media buying role
- Must be proficient in media buying processes
- Experience in buying on large scale budgets across multi-platform and long-term campaigns
- Fundamental understanding of agency finance procedures
- Ability to solve problems and be solution driven
- Strong use of MS Suite – PowerPoint, Excel and Word
- Understanding of community media.
- Experience in Government client is advantageous.

### **Key qualities:**

- Excellent attention to detail and accuracy
- Ability to work well within a team, but also able to work independently and prioritize multiple work streams
- Work well under pressure
- Good communication skills
- Positive, friendly, and approachable
- Open minded and willing to learn
- Well-presented and professional

Interested in joining our small boutique media agency? Submit a concise CV to the following email addresses: [info@mediamix360.com](mailto:info@mediamix360.com) and [hr@mediamix360.com](mailto:hr@mediamix360.com). Only shortlisted candidates will be contacted. Should you not hear from us within 10 working days after submitting your application, kindly consider your application as unsuccessful.