

Entry Level Media Opportunities

PHD • Melbourne VIC 3000

 *Not provided*

 Work type
Full Time

 Contract type
Permanent

Perks

TRAINING

Skills

STRONG WORK ETHIC

MICROSOFT OUTLOOK

MICROSOFT POWERPOINT

Full job description

Entry Level Media Opportunities

PHD Media

PHD is a leading global communications planning and buying media agency. We are one of the most acclaimed networks globally, most recently winning Cristal's Media Network of the year, Australia's fastest growing media network and ranked Australia's 2nd most innovative company by the Australian Financial Review.

What does a Media Agency do?

Simply put, we manage the strategy, planning and buying of media for some of the world's largest advertisers and most iconic brands. We work with some of the best creative minds in the world to deliver media solutions that span across all offline and online channels (television, radio, cinema, press, OOH, digital) and continents. Sounds cool, right? It is...

What does an Account Coordinator do?

An Account Coordinator position is the gateway to a career in media and will enable you to gain a solid foundation into any career in Marketing/Advertising. The commitment and investment that we will make towards your training now,

Job details

 Date posted
21 Jun 2021

 Expired On
21 Jul 2021

 Category
Marketing & Advertising

 Occupation
Marketing Assistants/Coordinators

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard hours

Career level
NO EXPERIENCE (NEW TO MARKET)

 **GRADUATE UNDERGRADUATE JUNIOR (SOME EXPERIENCE)**

Industry
ADVERTISING DIGITAL MEDIA

 Sector
PRIVATE BUSINESS

Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

 Company size
1000+

and throughout your career is significant as you will not only learn media skills but also benefit from our extensive professional development program.

Over the first 12-18 months, whilst you learn as much as you can about the industry & tools (there are a few!) you will play a key role in your client team supporting the administrative & buying process for your designated client portfolio. Your contribution to the team and the broader business will never be underestimated!

As your knowledge increases you will interact with clients & media owners more and more and gradually, under guidance, you will take on planning and buying responsibilities.

Key day to day tasks

- Turn up with a positive attitude and apply yourself to become indispensable to the team
- Support the team with a range of administrative tasks - Check/manage/implement media bookings, compile competitive analysis and research, track campaign performance and manage reporting
- Stay updated on any program changes / launches, audience viewing figures (screen & OOH), circulation / readership figures (print), listener numbers (radio), new media developments
- Build strong and successful working relationships with your team, other internal teams, media representatives and creative agencies
- Weekly monitoring of all campaigns to identify any discrepancies
- Attend training sessions, workshops and strategy sessions. Continually seek to learn and develop

The role and ultimately your career, will centre around data as we report on every cent of media spend, track every campaign and as every day goes by, we use data more frequently and in more sophisticated ways. Whilst having a strong mathematical background isn't necessary (excel does the maths for us nowadays!) a strong attention to detail and an understanding of the importance of reporting and finances is a must.

Who are you?

At this stage of your career, there is little experience required, it's all about attitude... the tools and training programs are there to help you succeed.

Some key attributes that we look for are:

- Good work ethic, enthusiasm and keen to learn
- Strong attention to detail, numeracy and literacy
- A good understanding of Excel, Powerpoint and Outlook
- Interpersonal and communication skills
- Planning and organisational skills
- Proactivity and problem solving

We strongly believe that a diversity of perspectives and experiences enrich our

work life and quality of work produced. We welcome people of all backgrounds and warmly encourage Aboriginal & Torres Strait Islander Peoples to apply.

Curious to know more? Apply with an up to date version of your resume and let's take it from there...