

Mindsahre | Media Planning Manager

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Company: GroupM

Location: Taiwan

Category: other-general

Description

Position at Mindshare **Reporting of the role** This role reports to: Director**3 best things about the job:**

A fun environment that combines the best of being entrepreneurial whilst at the same time being a part of the most exciting business in the organization.

A role where there are no limits to good ideas.

Best client, encouraging most exciting work in the country.

In this role, your goals will be:

In three months:

- Responsible for planning, buying and reporting to assigned accounts.
- Develop and build strong working relationships with internal teams.
- Responsible for mentoring, training, and team building.

In six months:

- Manage vendor relationships.
 - Assist the Associate Director/Director in creating media plans, strategically and efficiently.
 - Assist the Associate Director/Director in setting overall direction for program planning and negotiating strategies
- In 12 months:**

- Initiate creative and business building ideas.
- Build a comprehensive media knowledge base and synthesizes information into ideas.
- Staff supervision, training and development as well as serving as a positive role model with a

hard work ethic and vigorously reviewing all work to ensure.

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What your day job looks like at GroupM:

- Assist the Associate Director/Director in creating media plans, strategically and efficiently.
- Assist the Associate Director/Director in setting overall direction for program planning and negotiating strategies.
- Develop and build strong working relationships with internal teams and manage vendor relationships.
- Responsible for mentoring, training, and team building.
- Oversee plan negotiations and media team activities.
- Magnify the buying power of every dollar spent.
- Maintain status reports to ensure efficient workflow in order to meet deadlines and write reports of key meetings.
- Lead internal meetings with other departments and call on agency resources to strengthen ideas.

Minimum qualifications:

- More than 5 years of experience (experience working in an Interactive/Digital environment is preferred)
- Bachelor's degree and above
- Excellent written and verbal communication and presentation skills
- Ability to work successfully with teams, handling multiple projects and meeting tight deadlines under pressure
- Strong negotiating skills and excellent attention to detail
- Strong relationship building skills which include maintaining positive client relationships
- Demonstrated critical thinking and problem-solving abilities
- Strong analytical abilities and quantitative skills, including math proficiency
- Ability to effectively utilize media research and reporting resources
- Technical proficiency, particularly with media systems and MS Excel, Word and PowerPoint

More

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