

Mindsahre | Media Planning Manager

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Company: Mindshare

Location: Taiwan

Category: other-general

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.

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 About Mindshare

Mindshare is a media services company that accelerates Good Growth for its clients. Our company values of energy, empathy and impact bind together our diverse global family of 10,000 people from every culture and with every specialist skill you can imagine. You can check out some of our people's stories on LinkedIn or Instagram or hear about the company in their own words here. Mindshare is part of GroupM, the world's leading media investment company, and WPP, the world's largest advertising holding group. **More about**

GroupM Taipei

“Power of One” is the most important core value of our Taiwan office, where GroupM and its agencies – Mindshare, Wavemaker and Mediacom thrive through teamwork and collaborations within an inclusive corporate culture. You can expect a diverse, fun and transformative work environment where one can learn and grow. In Taiwan, we are committed to shaping the next era of media where advertising works better for people. This includes the people of our organization, our clients, and our communities and market. One of the fastest-growing and most innovative economies in Asia, Taiwan is truly one of the most livable cities in the region with friendly people, great food served round-the-clock and the best cost to quality-of-life ratio in the whole APAC region. Exciting opportunities awaits you in this bustling city! GroupM is an equal opportunity employer. We view everyone as an individual and we understand that inclusion is more than just diversity – it’s about belonging. We celebrate the fact that everyone is unique and that’s what makes us so good at what we do. We pride ourselves on being a company that embraces difference and truly represents the global clients we work with. Discover more about GroupM at www.groupm.com

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