Role

This is an exciting opportunity for an individual with a business administration background to assist an expanding company in the fast-paced media communications industry. Mentored throughout, you will assist in supporting the sales team with their daily administration duties. Given early responsibility you will be a confident, enthusiastic person who can adapt quickly to a fast-paced business. Working in a team environment that has many extracurricular activities and celebrates success, you are guaranteed a great experience on both a professional and personal level.

Tasks

- Dealing with incoming enquiries
- Liaising with specialist agency planners and buyers
- Monitoring competitive activity and inputting campaigns onto the host CRM
- Coordinate campaign photography
- Assemble presentations and sales materials
- Attend introductory presentations to clients
- Customer aftercare

Personal Skills

- Studying for a degree in Business Administration, International Business or similar
- Self-starter, ability to work on your own and within a closely integrated team
- Enthusiastic, confident and good communication skills, both written and oral
- Ability to multitask and prioritise workload
- Organised and accurate
- Ability to keep cool under pressure.

The Host Company

The host company is the UK and Europe’s leading digital office media company providing major office buildings with ‘live’, on screen information, connecting high flying executives to relevant content and top brand advertising. Their European network is now installed in over 300 commercial office buildings, reaching an audience of more than 900,000 per week. With offices in London, Paris and Frankfurt this company, with its young vibe and work hard play hard ethic, is going from strength to strength.