

Job Description

Job Title: Media Administrator

Reports to: PR & Marketing Manager

The Company

Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser and publisher of business to business events, within a range of engineering, transport, trade and technical sectors. Established in 1965, the company is part of Reed Exhibitions, a division of RELX Group. RELX Group is a global provider of information and analytics for professional and business customers across industries.

The Position

We are currently looking to recruit a German-speaking Media Administrator for a portfolio of B2B Events. The ideal candidate will provide full administrative support and assistance with media buying and media barter arrangements for a portfolio of B2B exhibitions. Strong administrative skills, with high attention to detail are essential. This role made suit candidates with or without having a background in media buying.

Key Tasks

- Liaising with trade publications worldwide
- Buying advertising space (print & online) for promotional campaigns
- Negotiate media rates when required
- Arranging media partnerships
- Proof-reading
- Liaising with graphic designers and translation agencies for the production of artworks (print & online)
- Setting up and handling of media schedules
- Working within set budget frames
- Administration tasks

Required Skills, Knowledge, Experience:

- Fluent German-speaker with excellent command of the English language
- Strong interpersonal and organisation skills
- Ability to deal with senior media representatives internationally
- Negotiation skills to get the best advertising space at the best price

- High level of IT literacy, including very good knowledge of Word and Excel
- Ability to work to tight deadlines, with close attention to detail
- Good numerical and data management skills
- Commercial and budget awareness

The duties and responsibilities in this job description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As Mack Brooks develops, the requirements of the job may develop and change. The postholder will be expected to adapt to these changes.

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