Job Description

Job Title: Junior Audiovisual Planner/buyer  
Department: AudioVisual dpt.  
Company: Havas Media Group  
Department Head: Nathalie.Collard@havasmg.com

Job Summary

The Junior Audiovisual Planner/buyer ensures the smooth running of campaigns. He/she is responsible for the management of the campaigns in respect of the deadlines, the objectives and optimizes and monitors the campaigns. Timely communication is imperative in order to complete projects on time and on budget.

Main Responsibilities

- Ensure the campaign’s go live and make sure deadlines are met
- Establish the documents (technical features, purchase order...) and provide them to third parties
- Integrate the media plan under the tool
- Monitor all stages of campaigns to guarantee that they run smoothly
- Optimize the campaigns if needed
- Write status reports throughout the duration of the project to keep clients and peers updated
- Ensure that the project stays within the allocated budget
- Administration tasks that will help to keep campaigns well-managed and organized
- Participate in invoicing clients and managing disputes in cooperation with the controller
- Liaise with the Group Leaders/Head of to understand client’s requirements

Education & Languages

Education: Marketing, Communications.

Previous Experience: Starter / Internship or familiarity with media/advertising/marketing/communication is an advantage.

Language Skills: Dutch, French, English

Key Competencies

- Bachelor’s degree from a four-year college or university; in Marketing, Communications or related fields.
- Entry level position; first experience (internship) in media planning/buying appreciated
- Knowledge of the media and advertising landscape; specifically in TV and radio
- Strong analytical abilities; good attention to details
- Excellent written and verbal communication and presentation skills
- Appeal to numbers
- Solid interpersonal and teamwork abilities
- First class organizational skills and time management skills
- Ability to work under pressure
- A personable and professional character that will allow you to build client rapport