



Dentsu Aegis Network – VIZEUM Canada Inc.

Oceanic Plaza | Suite 1205 | 1066 West Hastings | Vancouver | BC | V6E 3X1

With consumers more connected, through a range of devices, than ever before, the era of media convergence is presenting many opportunities as well as a new, complex media ecosystem. Through our global network brands including Carat, DentsuBos, Dentsu Media, iProspect, Isobar, MKTG and Vizeum – and supported by our growing specialist/multi-market brands including Amnet, Amplifi, Cardinal Path, Data2Decisions, GRIP, ICUC, The Story Lab and 360i – we provide best-inclass expertise and capabilities in brand, media and digital communications services.

Media Buyer

The Media Buyer assists in the coordination of the media needs of our clients.

The Media Buyer represents the start of a media career and is highly supervised by the Account Director and Supervisor.

This position is essential in the day-to-day tactical management of the media account and requires an individual that works well in a team-based, fast paced, detail-oriented environment and has a strong ability to multi-task. While advanced Media thinking is not expected, the successful candidate is resourceful and demonstrates the initiative to participate in the day to day success of the client.

KEY AREAS OF RESPONSIBILITY

- Integrate with Finance team; liaise to ensure invoices are uploaded into client system; trouble shoot with Finance team.
- Ensure all monthly billing is correctly input within EAS
- Populate and maintain monthly BCR
- Work closely with buying team to ensure all plans are input and align with monthly billing
- Coordinates discrepancy resolution with client – where applicable
- Check and maintain discrepancy website while performing discrepancy resolution
- Handle makegoods in accordance to client guidelines with buyer supervision
- Coordinate aspects of the buying process
- Assist with revisions and maintenance of schedules
- Work closely with vendors
- Keep legible and organized paperwork and make certain buy folders include all pertinent reports and paperwork
- Keep team informed of workload

Strategic Thinking & Leadership:

- Insure key information is provided to team regarding billing issues, internal agency issues, changes in account status, etc.
- Demonstrates active listening skills and ability to apply learnings over time
- Recognize potential issues and problems, know when to escalate and propose solutions, where possible
- Takes clear ownership of assigned tasks

Qualifications:

- Analytically driven (partial to numbers)
- 6 months to 1.5 years industry experience
- Strong math and analytical skills
- Strong interest in advertising or familiarity with media buying
- Comfortable in Excel
- Ability to learn server-based software and tools
- Media experience is considered an asset
- Experience with AdTrak (our broadcast software) or something similar
- Post-Secondary Degree or Diploma

Please apply online:

<https://canada-dentsuaegisnetwork.icims.com/jobs/11928/media-buyer---van/job>