

Full-Time Commercial Administrator – London based – Maternity Cover

GTN UK provides commercial radio stations in the UK with Traffic & Travel and Entertainment News content, in exchange for advertising inventory broadcast solus and alongside their bulletins. This airtime is then packaged together to form our Network Drive and Entertainment News network packages and is sold to national advertisers. GTN have over 250 affiliate radio stations.

GTN UK currently has an opportunity to work as a Commercial Administrator, working within the Affiliate Relations team to cover maternity leave, which is anticipated to be a 12-month term.

The ideal candidate will have a good level of education and could suit an enthusiastic school leaver or graduate. Some work experience and a good understanding of the radio industry would be beneficial.

Key responsibilities:

- Providing administrative support to the Affiliate Relations team
- Sending out weekly advertising schedules to the stations that take our two network packages
- Sourcing and distributing advertising copy
- Daily liaison with station/group traffic departments at some of the UK's top radio stations
- Collating quarterly RAJAR data and updating sales templates
- Monitoring stations to ensure our sales campaigns are broadcast correctly

Key Skills:

- Must be proficient in PowerPoint, Excel and Word
- Good telephone manner and the ability to build strong working relationships
- Ability to maintain excellent working standards under pressure
- Good inter-personal skills
- Ability to manage time and prioritise, problem solve and multi-task
- Numerate (GCSE Maths vital)
- Literate
- Interest in radio software packages
- Using initiative, with the ability to work without supervision and handle responsibility
- Being proactive, anticipating potential issues and dealing with them effectively

To apply, please send a CV and covering letter of Clare Stiles at enquiries@gtn.uk.com, please state your salary expectations and availability.

Closing date for applications 27th September 2019