



VACANCY

e.tv
CAPE TOWN

Are you the perfect fit? Sponsorship Assistant

Reporting to the Manager: Sponsorship.

Your Key Performance Areas include:

Competency, Skills and Knowledge:

- Problem solving skills
- Administrative Skills
- Planning skills
- Organising skills
- Attention to detail
- Interpersonal skills

Administration

- Assisting & maintaining sponsorship platforms / opportunities for the sales team.
- Ensuring proposals are correct sponsorship information is provided to the sales team.
- Assisting with updating & maintaining the Sponsorship grid.
- Assisting with the process of on-air competitions from concept, execution a& drafting of agreements, terms & conditions to post campaigns across all the channels.
- Assisting with the process of Advertiser Funded programmes (AFP's) concept, drafting of agreements & execution to post campaigns across all channels.
- Assisting with briefs to other departments for execution of Marketing & PR.
- Liaising with production houses & clients / agencies for relevant execution of material.

- Communication skills
- Presentation skills
- Coping under pressure
- Conflict handling skills
- Computer Literacy

Business Relationships

- Developing strong working relationships with clients & agencies.
- Building strong relationships with the Programming & Sales departments.
- Providing accurate communication & support to clients & account executives.

Minimum Requirements:

- A relevant Matric Certificate
- A minimum of 1 years' experience in a Sponsorship / Sales role.

If you meet the minimum requirements, we look forward to hearing from you. Kindly submit the following to jobs@emediainvestments.co.za.

- Your CV
- A certified copy of your ID
- A certified copy of your Qualifications
- Completed Application Form

If you have not received a response within 14 days after the closing date of the advert, please accept that your application was unsuccessful.

CLOSING
DATE

22 JUN
2022