

Commercial Procurement Specialist (Media Buyer)

Code: CPS 001

Location: Athens

In WIND, we believe in a world of **connection, interaction and sharing!**

Our passion is that people **enrich their lives** with all that **communications technology makes possible.**

We want our Customers to focus only on **expressing themselves**, while we take care of the technology that **enables them.**

So, if you want to take part in changing how people experience their lives, **WIND is the right place to be.**

Start today, as a **Commercial Procurement Specialist (Media Buyer)** and drive our growth and our customers' experience, by developing innovative techniques for using digital media to market products and services.

Main Tasks:

- Keeping up to date with Media industry research figures, including distribution (newspapers and magazines) and audience (television, radio and digital).
- Monitoring buying strategies.
- Negotiating with media sales companies & agencies as well as with direct media, in cooperation with Marketing Dept, to obtain the best rates and most appropriate media spaces in broadcast and print advertising.
- Liaising and building relationships with media sales companies & agencies, as well as direct media and communicating to adjust media schedules.
- Booking individual advertising spots, e.g. pages, posters, internet banners, broadcast adverts, etc.
- Reporting costings and producing spending updates throughout the campaign.
- Formulates Tenders' terms & conditions in cooperation with the requesting departments, in order to clearly define company's needs for several materials and services and handles / manages the procedure till the receipt of offers. Performs commercial evaluation and reports the results of the Tender, recommending the best solution for the company.
- Formulates draft contracts and cooperates with the internal customers, legal dept and the vendor till the finalization and signature; also proceeds with all necessary actions for the proper archiving of the contract.

- Issues and checks official purchase orders and certifies that all agreed terms and conditions with vendors are depicted on them.
- Copes with several problems, such as, delays, violation of agreed terms, payments delays, and performs all necessary actions and communications for the resolution.

Basic Requirements:

- Bachelor or equivalent combination of education and experience
- At least 2 years of experience in Media Buying and Digital Marketing materials and services
- MS Office, SAP system
- Fluency in English language (written and oral)
- Very good written and oral communication skills
- Self-motivated, self-directed and detail oriented
- Strong analytical and critical thinking
- Good organizational and project management skills
- Ability to perform and deliver under tight deadlines
- Strong verbal and written communication skills
- Negotiation and problem solving skills
- Team working and customer centric

Join Our Team and:

- **Be part** of a fast-growing company, and one of the biggest in Greece
- **Work** with passionate professionals, who excel in their fields
- **Learn** in a challenging and friendly working environment
- **Create your career path** in dynamic organization
- **Enjoy** competitive salary, private health insurance & special offers
- **Get flexy**, work from home 1 day/week
- **Share your hobbies**, take part in more than 10 εuWIND activities (athletic & cultural)

Candidates wishing to apply must forward their CV's, quoting the position code at the following address: Career@wind.gr

All applications will be treated with strict confidentiality. Candidates who meet the position requirements will be contacted via phone.