



SENIOR SALES EXECUTIVE

Fiji TV is the leading broadcaster in the nation that marks its 26 years of existence in providing its longest established free to air channel television station in Fiji. Fiji TV is a subsidiary company of Fijian Holdings Limited and is listed in the South Pacific Stock Exchange.

Fiji TV is seeking to recruit a dynamic, motivated, qualified, and experienced person for the role of the Senior Sales Executive who will be responsible **for the development of Sales for Fiji Television.**

Key Competencies Required:

The Senior Sales Executive will develop Sales for Fiji Television Limited through agents and direct customer advertising and promotion and is responsible for the following:

- Sell advertising time (Fiji One, Channel and Fiji TV's website & Livestream) from advertising clients;
- Sell advertising packages – Spot booking, Graphics on TV, Green Room Packs & Package Deals
- Sell sponsorship packages – Local Shows, Local Events, International Shows and International Events including Sports.
- Sell In-house Production Packages – commercial production, one shopping network, corporate videos, infomercials, documentaries, project management etc.
- Coordinate shoot plan between IHP and the clients.
- Keep clients (direct and agency) advised of current specials, new programmes, upcoming events and general Fiji One programming & Channel 2 programming;
- Liaise with advertising agencies and organise all Fiji TV advertising on behalf of their clients;
- Familiarize themselves with the Booking Traffic System (BTS)
- Prepare television schedules for direct/agency advertiser clients;
- Book schedules into Fiji TV BTS system and advise advertisers of confirmation;
- Ensure all sponsor commercials are booked within sponsored programmes;
- Sell and Manage website advertising;
- Design layout for new proposals
- Create proposals for advertising packages
- Attend client functions – cocktails, launch, meetings, announcements, presentations etc.
- Assist with all marketing and promotions of services and key programmes;
- Assist in the collection of payments.

- Prepare month-end reports via BTS report, schedule and official LPO for invoicing by accounts department.
- Email invoices to the clients for approval. Perform follow up calls to ensure invoices are received by clients;
- Collect payment for invoices on or before due date;
- Coordinate client meetings for the sales team and share the same with the admin team.
- Consecutively meet monthly target set out by Manager Sales
- Take pride in Fiji TV and the services it provides and maintain company image at all times;
- Provide and maintain quality service at all times to both internal and external customers and
- Be familiar with Fiji TV Code of Advertising.

Essential Attributes:

- A minimum of bachelor's degree in Marketing
- A minimum of 5 – 7 years' work experience in a Sales related field.
- Successfully passing a background check.
- Demonstrated leadership and team management.
- Excellent written and oral communication skills, with ability to be detail oriented.
- Strong personal work ethic and ability to organize time, manage diverse activities, and meet critical deadlines with minimal supervision.
- Strong interpersonal skills and an ability to work collaboratively with a dynamic team
- Curious and self-directed with an ability to anticipate what needs to be done
- Ability to simultaneously manage multiple projects while maintaining a firm grasp of individual project details

Remuneration:

An attractive remuneration package will be offered to the selected candidate

Applicants should include a current resume and an outline of your proven experience to carry out the role. All applications will be treated with strict confidence and should be received by **Friday 7th November quoting "Senior Sales Executive"** to the following address:

**Human Resources
Fiji Television Limited
PO Box 2442
Government Buildings
Suva
Or email to hr@fijitv.com.fj**