



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

ASSISTANT MEDIA BUYER

Job Scope

To assist with the acquisition of desirable time slots and media space for advertising clients, while obtaining the best price and value for advertisements. Monitor the purchased media to ensure advertisements appear as planned.

Core Functions

1. Monitor and confirm placement of ads, in accordance with schedules.
2. Log and verify accuracy of print media invoices, confirm placements against booking orders and submit invoices for payment.
3. Negotiate with sales agents to acquire cost-efficient and budget-conscious advertising space, and submit costing to clients.
4. Provide cost estimates to the Finance Department to enable preparation of invoices for clients.
5. Research available media in the markets to suit the client's budget.
6. Oversee the maintenance of a filing system for ads placed.
7. Prepare monthly reports on activities of the Unit, and weekly Procurement Report.
8. Organize and dispatch tear sheets and costing for proposals, at the request of the PR Department.
9. Assist with preparation of insertion orders for advertisements and bookings.

Qualification & Experience

- An Associate Degree in Media and Communications, Management Studies/Business Management or related field, from a recognized tertiary institution.
- At least two (2) years related experience, with strong communication, negotiation and client relations skills.
- Excellent business knowledge and understanding of the workings of Government.
- Analytical thinking, persuasion and research abilities are critical.

Applications along with résumés should be forwarded no later than **August 26, 2019** to:

**Director, Human Resources
Jamaica Information Service
58a Half-Way Tree Road
Kingston 10**

Email address: hrmanager@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.