

POST:	Business Administrator
APPRENTICESHIP:	Business Administration Level 3 (18 months)
START DATE:	ASAP
LOCATION:	King's Cross, London
WORKING HOURS:	Monday- Friday 9am-5pm (Including 1 day training)
SALARY:	£18,000

The Company

We are an independent, London based Digital Media, Ad Tech & MarTech recruitment specialist. In the exciting and ever-evolving world of digital media, just when you think you've clocked it, something new comes along and shuffles all the cards. This is exactly what makes the digital media industry so exciting! Our many years of experience means that we understand the sector. We basically know it inside out! Combined with our intuition for recruitment, we guarantee that both our clients and candidates will reach their goals.

Our mission is to do one thing, and do it extremely well; to work in close partnership with both our clients and candidates to ensure both are offered a tailor-made recruitment service which achieves their aims.

Key areas of expertise: AdOps, AdTech, MarTech, Data Tech, Immerging technologies (StartUps, SaaS) and Big Data & Analytics.

- Advertising Operations (Ad Ops), Campaign Management, Optimisation & Yield
- Programmatic; RTBs/ DSPs/ SSPs/DMPs/CDPs/ Ad Exchanges/ Verification/ Attribution/ Viewability
- Client Services, Creative & Technical Support, Pre/Post Sale Support, Account Managers
- Technical Account Manager & Client Service roles, Ad Product Manager, Sales Engineer, Pre-Sales Engineer
- Big Data & Analytics; Data Science, Data Engineers, Data Visualisation, Hadoop (HDFS, Sqoop, Pig, Hive& Hellip;), R / Python / SAS -Unix/Linux/Java
- Sales; Senior (digital) sales positions across AdTech, MarTech & SaaS solutions
- Advertising channels; Display/Mobile/Video/Social/Native/Addressable TV/Social/Programmatic

The Role

We are looking for a Trainee Recruitment Consultant/Resourcer to join small, boutique (but growing) Digital Media & AdTech recruitment agency. We work with a range of clients across the digital advertising eco system (agencies, advertiser, publisher, Ad Tech, MarTech and Big Data partners). To our clients, we offer a dedicated professional service. To our candidates- we offer sound career advice. We are looking for individuals who are also motivated and committed towards offering a best-of-breed service.

Responsibilities

- Advertise for roles
- Headhunt and shortlist potentially relevant candidates
- Conduct in-depth interviews over the phone OR face-to-face
- Build client and candidate relationships
- Attend network events
- Update database

Desired Skills

- Tenacity & proactiveness
- Energy & resilience
- Communication skills (Clear, professional, well spoken and written English).
- Passion/interest for the digital advertising and marketing sectors
- Target driven
- Interpersonal skills

Desired Personal Skills

- Positive
- High Energy
- Resilience
- Being proactive

Qualifications

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2

What we offer

- Uncapped commission for day one!
- Professional training
- Supportive work environment
- Flexibility
- Opportunity to be creative in the defining of your area of specialism

Future Prospects

Full time role with the business