

Media Operations Executive Jobs In Dubai | GroupM

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Location: dubai

Category: other-general

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About the job

Organisation Profile GroupM is the parent company to WPP's media agencies including MindShare, EssenceMediacom, Wavemaker, Xaxis and Keyade. Our primary purpose is to maximize the performance of the agencies on behalf of our clients, our shareholders and our people by operating as a parent and collaborator in performance-enhancing activities such as trading, content creation, sports, digital, finance, talent, proprietary tool development and other business-critical capabilities. The agencies that comprise GroupM are all global operations in their own right with leading market positions.

Shared Services Centre (SSC)

GroupM MENA have decided in 2018 to establish an independent Unit to create a center of excellence. The Unit has clearly defined objectives, and procedures. It is independent from the agencies and report directly to GroupM MENA. The initial areas that SSC will be responsible for are: Accounting, Purchase Ledger, Treasury, Taxes, Media Operations, Billings, Credit Control, Payroll, Statutory Reporting, Compliancy, later WPP has decided to offshore the Finance Hub to Finance Plus India, the SSC global arm of WPP and all functions are now offshored to India except for the media operations function.

Reporting to:

This role will report into SSC Media Operations Manager – GroupM UAE.

Key responsibilities:

Campaign booking and activation/launch. Media plan entry in system.

Generation of Booking Orders.

Requesting material specs from vendors and preparing the MRF.

Sending booking to vendors and coordination ensuring that bookings and materials are confirmed.

TV monitoring through STATEX and other software.

Requesting proof of ad from vendors, tear sheets, hard copies, etc.

Performing 3-Way matching process to validate the receipt of the services.

Actualization in system as per actual deliveries and as per vendor invoices.

Coordination with Finance team for vouching and billing.

Coordination with media planners and vendors for invoice and booking discrepancies, overspends, underspends.

Reconciliation PO balances double-checking in coordination with Finance team and planners.

Answering Finance queries with regards to unreconciled invoices and other queries.

Spends reports as requested by planners or trading.

Sharing details of previous campaigns, creatives, and all other data requested by agency.

Respond to any audit queries.

Experience Required:

2 – 4 years previous relevant media industry experience required within an international organisation.

Previous experience in, Media functions is preferred.

Confidence in dealing and building relationships both internally and externally.

Excellent written and oral communication skills.

Strong Excel experience, preferably to pivot table, macro level.

High level of accuracy and attention to detail.

Well organised with strength in prioritising.

Flexible attitude to achieve results.

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