

JOB TITLE: Media Trading Executive

REPORTING TO: Media Trading Manager

The Media Trading Executive supports the management and optimisation of Active's media owner relationships across selected channels

This role focuses on developing strong foundations in media trading, commercial negotiation support, deal execution and inventory management. The Executive plays a key role in supporting profitable trading activity through disciplined preparation, accurate commercial administration and proactive partner engagement.

This is a development role designed to build future trading leaders.

THE RESPONSIBILITIES OF THE ROLE

1. Media Owner Relationship Support

- Support the day-to-day management of assigned media owner accounts.
- Build strong working relationships with media owner sales teams.
- Attend meetings with media partners and ensure clear action tracking.
- Maintain up-to-date contact mapping and engagement records.
- Develop understanding of each media owner's:
 - Commercial model
 - Inventory priorities
 - Contractual timelines

2. Commercial Deal Support & Execution

- Assist in preparing deal structures and commercial proposals.
- Support negotiation preparation through data gathering and margin analysis.
- Ensure all bookings and P&Ls are completed accurately and in a timely manner.
- Coordinate internally to ensure seamless handover to Media Operations and Finance.
- Monitor deal performance and flag risks or issues to line manager.

3. Inventory & Profit Support

- Assist in tracking inventory positions and draw-down status.
- Support profit tracking across assigned partners.
- Contribute to identifying incremental trading opportunities.
- Ensure system accuracy (IPA, IPOWS, etc.) and disciplined record-keeping.

4. Cross Function Collaboration

- Work closely with Agency Investment counterparts to understand demand.
- Support Trading Manager in aligning supply (media owners) with agency pipeline.
- Liaise with Finance to help resolve invoicing queries where required.

SUCCESS MEASURES

- Accuracy and timeliness of deal administration
- Contribution to profitable trading activity
- Quality of preparation for negotiations
- Growing independence in media owner engagement
- Reliability in internal coordination

THE IDEAL CANDIDATE

- Early career experience in media, sales or commercial roles.
- Strong analytical and organisational skills.
- High attention to detail.
- Commercial curiosity and willingness to learn.
- Confident communicator.

Competencies:

Our competencies guide us with excellence and help us to design learning opportunities and training to support our managers to be the best they can be.



Task Focus

Effective time management and planning
 Teamwork and accountability
 Reliability and trust



Building Relationships and Collaboration

Develops trusting relationships with others across the business
 Delivers on promises and manages expectations
 Openness to others' views



Problem Solving

Curiosity to explore new ideas and ways of working
 Business-focused decision-making



Communication

Listens with intent
 Asks questions and takes initiative for continuous improvement
 Collaborative approach in a cross-functional team setting
 Clarity of verbal and non-verbal communication



Adapts to Change

Positive can-do attitude
 Practises flexibility
 Encourages self-development and growth

Our Expectations:

We **invest** and **focus** on the development of the team at Active. In return, our employees, at all levels, must hold our values in high regard and live them in their day-to-day approach and behaviours.

OUR COMPANY VALUES

**INNOVATE AND
SIMPLIFY**

**BE A THINKER
AND A DOER**

**CONNECT, CARE
AND CO-CREATE**

Hybrid Working:

We are proud of our working practices. Active's current hybrid working practices, post-probation, include in-office presence for a minimum of 3 days per week. During our personalised inductions and probations, we set clear expectations that being in the office for at least 3-4 days per week will aid in comprehensive training and onboarding. This is our new starter's opportunity to connect with our team, fully integrate into the Activian culture, and begin their journey of self-directed learning and development.

Our Commitment to Fair Process:

Active International is an equal opportunities employer and positively encourages applications from potential new Activians regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy & maternity, physical ability or attributes, cognitive processing style, political views, and socio-economic background.

If you have any reasonable adjustment needs arising from a disability, medical condition or otherwise to participate in the recruitment process fully, please discuss this when contacted about interviewing with us.

Read our [Recruitment Manifesto](#).

This document outlines our commitment to clear, fair, and kind recruitment processes.

Read tips on how to [anonymise your CV](#) here