



Position Description

Vacancy Title: **Business Relationship Executive (Re-Advertise)**

Location: **Suva, Fiji Islands**

Objective

The Sales & Marketing Executive will play a pivotal role in expanding FBC's customer base and driving revenue growth through advertising campaigns.

Outcomes

Organisational Stakeholders

1. Sales & Marketing Campaign Management

- Market FBC products and services
- Solicit sales of advertising time from clients
- Keep clients advised of current specials, new programmes and general programming
- Prepare television schedules for clients
- Receive and book commercials on behalf of clients
- Ensure FBC commitments to sponsorships are being met.
- Ensure all sponsors commercials are booked within sponsored programmes.
- Book schedules into FBC system and advise advertisers of confirmation
- Assist with marketing and promotion of services and key programmes
- Prepare confirmation sheets and schedules at month end for invoicing by respective department
- Perform follow up calls to ensure invoices are received by clients
- Collection of payment for invoices on or before due date
- Performing cost-benefit analyses of existing and potential customers
- Working towards achieving the sales target
- Conduct market research to evaluate gaps, opportunities, and alien needs

2. Developing and growing overall business and products [sustainability]

- Organisation developed in accordance with the strategic direction
 - Volume growth
 - Sustainability
 - Competitive position improving (market share)
 - Growing image and customer preference (marketing)
- New business initiatives growth
- Technology-driven efficiency growth
- Facilitation of the development and growth of workforce capability

3. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

4. Teamwork and cooperation

- Cooperation within the team and greater department
- Cooperation across departments
- Work collaboratively to achieve the set targets and goals

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

2. Service provider relationships and contracts effectively managed

- Service agreements and contracts administered
 - Service level agreements developed to meet the needs of the organisation
 - Monitor and manage contracts

Responsibilities - Key Competencies

| Competence | Description |
|-----------------------|---|
| Business | |
| Business Performance | Manage the performance of the organisation. |
| Risk Management | Analyse and manage risk. |
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Information Analysis | Make informed decisions by collecting and interpreting data and information |
| Documentation | Communicate using formal business writing. |
| Communication | Exchange information through verbal communication |
| Customer | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Promotion | Promote the value of the products/services offered by the organisation. |
| Commercial Focus | Optimize the commercial viability of the organisation. |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders. |
| Quality Focus | Deliver quality. |
| People | |
| Team Orientation | Work in a team towards a common aim. |
| Problem Solving | Develop practical solutions to a situation. |
| Negotiation | Reach agreement through discussion and compromise. |
| Innovation | Use original and creative thinking to make improvements and/or develop and initiate new approaches. |
| Self-Management | Manage your priorities and objectives efficiently and effectively |
| Professional | |
| Research | Apply formal research methodologies. |
| Operational | |
| Health and Safety | Establish and maintain a safe and healthy work environment. |

Qualifications

| Qualification | Discipline | Notes |
|------------------|--|------------------------------------|
| Preferred | | |
| Diploma | Business Administration, Sales/Marketing/Advertising | A diploma in business or marketing |
| Desirable | | |
| Degree | Business Administration, Sales/Marketing/Advertising | A degree in business or marketing |

Work Knowledge and Experience

At least 3 years work experience in Sales and Marketing role in the Media and/or Advertising industry.

Excellent interpersonal, communication and presentation skills

Understanding of negotiating techniques and marketing tactics

Good negotiation and problem-solving skills.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Valid Drivers License

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|-------------|----------|
| Internal | | |

| Type | Interaction | Comments |
|-----------------|-------------------------------|----------|
| | Chief Executive Officer | |
| | Management Team | |
| | Head of Sales & Marketing | |
| | Business Relationship Manager | |
| | Studio69 Team | |
| | Finance Team | |
| | HR | |
| External | | |
| | Customers | |
| | Clients | |
| | Stakeholders | |

Attributes

Behavioural Styles

| | |
|--------------|---|
| Achiever | Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment. |
| Enthusiastic | Shows high levels of excitement and interest, and expresses positive feelings. |
| Energetic | Constantly active and driven to put in effort. Works hard to promote an enterprise. |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty. |

Interpersonal Styles

| | |
|-----------|---|
| Extrovert | Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations. |
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| Trusting | Places confidence in others without misgivings, relying on their ability, character, and truthfulness. |

Thinking Styles

| | |
|--------------------|---|
| Conscientious | Demonstrates a sense of right and wrong and a personal obligation to do the right thing. |
| Flexible/Adaptable | Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions. |
| Well organised | Controls tasks in a well thought out and critical manner. |
| Imaginative | Generates ideas and images, showing creativity. |

How To Apply

Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 14 Dec 2025