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## Position Description

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Vacancy Title: **Business Relationship Executive**

Location: **Suva, Fiji Islands**

Reports To: **None**

### Objective

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

### Outcomes

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#### Organisational Stakeholders

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##### 1. Sales & Marketing Campaign Management

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

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

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- 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
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##### 4. Teamwork and cooperation

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- Cooperation within the team and greater department
  - Cooperation across departments
  - Work collaboratively to achieve the set targets and goals
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#### Product's Stakeholders

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##### 1. Operational and statutory compliance

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- Statutory compliant to laws and regulations
    - Health and safety compliance
    - Environmental compliance
  - Operationally compliant to the organisation's policies and procedures
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##### 2. Service provider relationships and contracts effectively managed

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- 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
<b>Business</b>	
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
<b>Customer</b>	
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.
<b>People</b>	
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
<b>Professional</b>	
Research	Apply formal research methodologies.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Business Administration, Sales/Marketing/Advertising	A diploma in business or marketing
<b>Desirable</b>		
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
<b>Internal</b>		

Type	Interaction	Comments
	Chief Executive Officer	
	Management Team	
	Head of Sales & Marketing	
	Business Relationship Manager	
	Studio69 Team	
	Finance Team	
	HR	
<b>External</b>		
	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

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## Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

**Closing Date:** 21 Sep 2025