



Position Description

Vacancy Title: **Business Relationship Coordinator**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Sales & Marketing Coordinator 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

- Markets FBC products and services by developing and implementing marketing and advertising campaigns.
- Assisting the Director sales and Marketing in tracking of sales data while maintaining promotional materials inventory.
- Planning and scheduling meetings for the marketing team.
- Maintaining sales databases, and preparing reports.
- Solicit sales of advertising time from clients
- Keep clients advised of current specials, new programmes and general programming
- Ensuring the television schedules for clients are executed on time.
- Receiving and booking of commercials on behalf of clients are managed and executed in a timely manner.
- Ensure FBC commitments to sponsorships are being met.
- Ensure all sponsors commercials are booked within sponsored programmes on time.
- Timely booking of schedules into FBC system and advising the 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 in a timely manner.
- Performing cost-benefit analyses of existing and potential customers to assist the marketing team.
- Working with the team towards achieving the sales target.
- Conduct market research to evaluate gaps, opportunities, and alien needs.

2. FBC's image and value standards demonstrated and promoted

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

3. Teamwork and cooperation

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

4. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Provide Sales and Marketing reports as and when required.
- Provide assistance and support to the marketing team.

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

Responsibilities - Key Competencies

Competence

Description

Business

Business Performance Manage the performance of the organisation.

Competence	Description
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.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Research	Apply formal research methodologies.
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Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
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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 2 years work experience in Similar 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		
	Chief Executive Officer	
	Management Team	
	Head of Sales & Marketing	
	Business Relationship Manager	

Type	Interaction	Comments
	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: 02 Nov 2025