

JOB SCOPE

JOB TITLE: Partnerships Grad

DIVISION/TEAM: Partnerships Team

REPORTING TO: Partnerships Manager

DIRECT REPORTS:

JOB PURPOSE

This is an excellent first step into a digital marketing partnerships-based role. You will join the Partnerships Team in an award-winning performance marketing agency. This role will suit candidates with exceptional organisations skills, have an ambitious and initiative driven mentality, and one who is keen to work within a young and dynamic team.

As a Partnerships Executive you will be working alongside the client services team to meet client's needs, quality and monetary targets on a monthly basis. You will be required to liaise with partners/publishers daily, passing on key pieces of information from the client to ensure your partners are delivering and achieving their set requirements.

WHAT TO EXPECT

- Assist the Partnerships Manager with the daily relationships of partners, managing campaigns, contract management and staying up to date with new marketing techniques
- Liaise with and manage the on-boarding of new partners while following the new partner screening process to ensure compliance is of standard before progressing with campaign set-up
- Manage an organised master document to keep track of all partners running campaigns
- Conduct weekly checks of all live creatives to ensure the approved images are used and direct out to the correct landing pages
- Manage the rejections and approvals of applied partners on various affiliate platforms, such as Cake, Impact and Webgains based on the site nature for each brand
- Keep up to date with relevant contractual documents per partner, reviewing, saving and tracking signatures each month
- Manage a monthly cross-check across all campaigns to ensure clicks are from the correct country
- Maintain excellent collaborative working relationships with existing and potential partners
- Assist the finance department with suppliers' invoices when queried
- Reaching out to current partners for potential interest in running new client's campaigns and offers
- Assisting the Partnerships Manager in developing plans for new and existing clients
- Monitor day to day performance across all campaigns
- Adhere to and promote Planit's processes and objectives
- Cross-check all partners are live across all campaigns available, ensuring maximum opportunity is reached

- Weekly meetings with the Partnerships Manager to demonstrate development across all areas

YOU WILL...

- be educated to degree level
- be a self-directed individual contributor
- work well under pressure and within a fast-paced environment
- be able to demonstrate time management skills and work well under pressure
- be a commercially minded individual with excellent organisational and multi-tasking abilities
- have the ability to build working relationships both within and outside of the organisation
- be familiar with the use of research tools and resourceful in finding market information
- have strong proficiency in Microsoft Word, Excel, PowerPoint and basic statistical analysis software
- have superior presentation, consulting and communication skills, both written and verbal
- be self-motivated, personable and pay great attention to detail
- be able to use initiative within given situations

WHY JOIN THE TEAM?

- We are a super passionate, young and vibrant team
- Generous salary with a monthly team bonus
- Monthly team nights out (bowling, escape room, comedy club etc)
- Friday desk beers
- Team lunches
- Weekly office snacks
- Being a close-knit team, your voice really matters
- Annual Summer and Christmas parties
- Plant lovers – join our oasis!

Seven.

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