



JOURNAL INTERNATIONAL EXPERIENCE GmbH partners with leading premium brands worldwide to deliver a range of tailored solutions. Our services encompass high-level content marketing solutions with magazines, websites, apps, social media channels and more as well as bespoke customer benefit strategies with a combination of events, offers and privileges created and managed exclusively for our clients.

We are currently recruiting for the position of

> **International Advertising Coordinator (m/f)**

As part of an expanding global team this role lies at the heart of media operation. The ideal candidate should be experienced in coordinating advertising and production processes of a complex magazine business. The position requires a reliable and high-performing person that can learn quickly and work well under pressure. Therefore good organizational skills, accuracy and resilience are key attributes of the successful applicant.

He/she will be a proactive team player coordinating processes across key departments at the publishing house including sales, editorial, production and finance. Furthermore, daily correspondence with the international sales representative network is essential.

Your profile:

- Passion to work within a dynamic and challenging work environment;
- Established knowledge and experience with the media industry;
- Ability to work with other departments;
- Excellent written and verbal communication skills;
- German and English (fluent) with additional languages a plus;
- Previous experience of CRM systems such as "Verlagsmanager" preferred.

Your key tasks:

- Administration, placement and confirmation of all international bookings;
- Magazine flatplan and positions management;
- Global Coordination with clients and agencies;
- Management of advertising material delivery processes;
- Creation and mailing of order forms and voucher copies;
- Handling of invoicing process;
- Close collaboration with editorial, marketing, production teams.

What we offer:

- 28 days annual leave;
- By availability: Underground parking space;
- barrier-free access;
- grant to the company pension;
- possibility of trainings;
- dynamic media environment with exciting projects;
- flat hierarchy and an international team;
- diverse range of tasks, much personal responsibility and the possibility to grow.

Please send your CV and covering letter, accompanied by your salary expectations and possible start date to journal-international-experience-gmbh-jobs@m.personio.de.

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