



Ve Interactive

Position: Strategic Alliances Coordinator

Based: Mayfair, London

Job Type: Permanent

Salary: p.a. (commensurate with experience)

Reporting To: Director of Strategic Alliances

An exceptional opportunity exists for a talented individual to join an exciting software development and services company with a strong bias towards technology, customer service retention and growth.

We are looking for an individual with a minimum of 2 years year's Affiliate Network and Digital Media Agency experience with the ability to manage and maintain strong relationships with our current and future partners.

PRIMARY RESPONSIBILITIES

- Work within the small Strategic Alliances team to define, apply and manage the company's Affiliate Network and Agency strategy.
- Maintain and monitor key relationships with potential and future partners.
- Identify and scope prospective clients and facilitate contact for the Ve Interactive sales team. Support the respective Networks and Agencies as appropriate.
- Manage and maintain a consistent flow of information both internally and externally ensuring that all communications are current, accurate and relevant.
- Educating partners on Ve Interactive products and services and ensuring they are aware of new technology and functionality at all times.
- Maintain and constantly update the suite of related promotional materials and documentation and, where necessary, develop and deliver presentations to partners and clients.
- Provide a constant flow of management information and ensure that the Executive and Operational Management teams are aware of the activity and opportunities within the Network and Agency marketplace.
- Maintain a strong knowledge of industry trends and ensure that the company is maximising all opportunities.
- Supporting the Production and Tech Support teams to ensure Network and Agency technical operations are running efficiently.
- Work with internal stakeholders to manage and maintain Network and Agency contact and client information via the company's CRM system.
- Communicate new product and service opportunities, special developments, information, or feedback gathered to appropriate company staff.
- Liaise with the Sales and Technical Support teams.
- Other duties as assigned. .

This position will give you the opportunity to play an integral role in the success and continued development of a fast growing global company. The successful candidate will have the opportunity to develop their business and relationship management skills and career in a dynamic and forward thinking environment.

Hours of Work

Normal working hours are Mon – Fri 9:00am – 5:30pm, however flexible hours may be required.

KNOWLEDGE AND SKILL REQUIREMENTS

- A detailed understanding and practical work experience of digital media and the Affiliate and Network marketplace.
- Strong interpersonal, communication and relationship management skills.
- Experience in presenting to large and informed audiences.
- Self-motivated and organised.
- Ability to work independently or within a small team.
- Analytic skills and numeracy.
- Pleasant and outgoing personality.
- MS Word, Excel and PowerPoint experience is required.
- Knowledge of advertising and sales promotion techniques would be an advantage.
- Willingness to work a flexible schedule.