



Job Title:	Media Analyst	Job Category:	Media
Department/Group:	French Media Monitoring	Country:	Mauritius
Location:	Home Based	Travel Required:	N/A
Salary Range:	Rs 20 000.00	Position Type:	Permanent - Full Time
Contact:	Leverne Knox Stephen Waugh	Date Posted:	TBA
Will Train Applicant(s):	Online training	Working Hours:	05h00 - 09h00 MUT

Applications Accepted By:

EMAIL: Leverne@INNSIKT.co.za

SUBJECT LINE: Mauritian Media Analyst Application

ATTACHMENTS: Curriculum Vitae

Job Description

ROLE AND RESPONSIBILITIES

A news monitoring and intelligence company has a job opportunity for a French speaking Media Analyst based in Mauritius.

- Conducting online news searches, through both manual search engines and custom media monitoring software, to produce company-focused daily news briefs for large corporations. The reports are tailored to their specific news requirements.
- Working to specific time frames and deadlines.

Your key responsibilities as the French/English media analyst in Mauritius will include:

1. Monitoring news coverage of specific clients, their industries and their competitors.
2. Tracking the media coverage of products or services.
3. Communicating clearly with South African counterparts on all aspects of the news briefs.
4. Maintaining a permanent and fully reliable source of internet in order to perform all of the required duties.
5. Maintaining computer hardware, equipped with Microsoft Office.
6. Ensure the consistency, accuracy, and timely delivery of all work to clients.
7. Liaise with account managers and clients themselves when needed.

REQUIREMENTS

Must be fluent in French and English

Exceptional communication & writing skills in both languages

Full computer literacy (MS Office)

SKILLS

- Inquisitiveness
- Ability to read and summarize
- Efficient capabilities on a computer, the internet and social media.
- Extreme attention to detail, ensuring that highly tailored reports consistently meet high quality standards.
- Ability to work to a deadline.
- Time management skills
- Strong research skills

ADDITIONAL NOTES

Internet access imperative