

Job Description

ArabyAds is a private Display Affiliate Network

Job title	<i>Affiliate Executive</i>
Reports to	<i>Project Manager</i>

Job purpose

We require the candidate to understand the job purpose carefully

- As part of an Affiliate network, your job purpose is to manage the Affiliates who are a critical part of the success of any Affiliate Network.

Duties and responsibilities

We require the candidate to be responsible of the following duties

- Optimise all aspects of our affiliate programs
- Implement initiatives that enhance affiliate productivity, create new growth opportunities and increase ROI
- Manage affiliate relations, communication and recruitment
- Strong sales, negotiation, analytical and implementation skills
- Communicate with affiliates via email and telephone, answering inquiries about our affiliate programs and best practices
- Critique and optimize affiliate offerings on an individual and general basis;
- Ability to understand and verbalize technical language involved in affiliate implementation;
- Aggressively drive results and program efficiencies
- Prioritise execution strategy based on revenue potential
- Motivate affiliates to provide maximum exposure and revenues
- Track & analyze metrics to evaluate and improve the effectiveness of the programs

Qualifications

We require the candidate to meet the following qualifications

- A bachelor degree or higher
- Speaks, write, and understands English & Arabic fluently
- One to two years experience in Affiliate Marketing
- Use of Microsoft Office

Skills

We require the candidate hold the following skills

- Communicate professionally
- Results oriented
- Problem solver
- Self-starter
- Proactive individual
- Team spirit
- Multi-tasking
- Analytics mindset

Working conditions

As per standards

- 9 hours daily
- 1 hour lunch break
- Sunday to Thursday

Compensation

As per standards

- Salary
- Annual Holiday
- Bonus based on management decision if targets are met

Approved by:	<i>Mahmoud Fathy</i>
Date Approved:	<i>Jan 1, 2015</i>
Date Reviewed:	<i>Jan 1, 2015</i>
Date of Joining:	<i>Asap</i>

This Job Description is subject to change and does not imply it includes all duties and responsibilities of the said position