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# Example of AD Operations Job Description

Our growing company is looking for an AD operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AD operations

* Project manage rich media ad builds with external vendors
* Build rich media mobile ads in self service platforms
* Test tags, traffic creative & monitor delivery for sold campaigns across multiple sites
* Serve as a main escalation point for client-facing teams, addressing day-to-day troubleshooting issues and providing timely resolutions around delivery, discrepancies, tracking, technical issues
* Partner with Account Strategists to receive all elements of an ad campaign and QA all assets for accuracy
* Create, update and maintain standard operating procedure documentation and other training materials
* Partner with internal teams to conduct trainings
* Cultivate expertise in operations area of focus
* Building a new unified Ad Operations team from two separate traffic teams (broadcast and digital) with multi-platform processes and efficiencies
* Helping to manage and motivate the team on a day-to-day basis

## Qualifications for AD operations

* Proficiency in MS Office suite of products, including Excel and PowerPoint
* Flexible work hours, ability to work early morning shifts, overtime
* Experience with mobile, desktop, and video ad servers (FreeWheel preferred)
* 3rd-party ad tag implementation and troubleshooting for mobile Web, APP, desktop, and video
* Related experience at an online media company
* Competency with MS Office (Excel, Word and PowerPoint)