Downloaded from <https://www.velvetjobs.com/job-descriptions/advertising-assistant>

# Example of Advertising Assistant Job Description

Our company is hiring for an advertising assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for advertising assistant

* Being a point of contact for technical and specification queries and providing a very high level of client service in this capacity
* Chasing for assets before campaigns are due to go live
* Managing inventory and suggesting alternatives to the Sales team where certain inventory may not be available
* Interact with the Sales team to support pre- and post- sale activity, while campaigns are live in order to optimise performance and upselling opportunities
* Assist with assessing customer needs and present multiple pricing packages based on those needs or resolve questions/concerns over billing
* Performs desktop publishing (creating and developing visual presentations) for the EVP, including typing and designing general correspondences, memos, charts, graphs
* Provide administrative assistance for the Sr
* Assist with delivery of pitches to brand, advertising and music supervisor clients (including uploading music to Sony ftp sites, mp3 conversions, messenger, fedex delivery, etc)
* Acquiring materials/music/instrumentals from labels, AOMA, Promo Tool
* Create and deliver weekly newsletters and e-cards with new music, updates and artist stats to brand, advertising and music supervisor clients

## Qualifications for advertising assistant

* College degree/recent college grad
* Relevant degree or equivalent commercial work experience in the sector
* Strong and demonstrable IT skills and interest in technology - basic knowledge of HTML and Javascript preferable
* Analytical – you will need to be great with spread sheets, manipulating data and reviewing results
* Methodical, organised and efficient
* Self-starter with high energy who is willing to take initiative