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# Example of Advertising Executive Job Description

Our innovative and growing company is searching for experienced candidates for the position of advertising executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for advertising executive

* Brief and follow through creative with our internal studio team
* Be a key point of contact for external agencies (local / media / creative / press repro) in-house
* Manage the implementation, QA, and optimisation of digital campaigns across the YNAP portfolio using DFP and other platforms
* Provide screenshots and end of campaign reports for every campaign managed
* Closely monitor the delivery of campaigns to ensure all booked activity is delivered
* Closely monitor the performance of managed campaigns, optimising where necessary
* Be the point person for technical and specification queries, providing high levels of client service
* Manage inventory, working with sales to find alternatives when inventory is not available
* Provide quarterly reports to internal teams on overall commercial campaign performance
* Maintain a daily/weekly task based on Senior Exec and Manager instruction

## Qualifications for advertising executive

* Strong collaboration skills and the ability to build and maintains productive business/professional relationships
* Support with Trade Marketing efforts
* Post campaign support - help manage / coordinate production & execution of campaigns
* Must have excellent sales skills, customer relations, and communication skills
* Knowledge od campaign execution and campaign analytics
* Excellent attention to detail & communication skills