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# Example of Advertising Project Manager Job Description

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

## Responsibilities for advertising project manager

* Engage with internal and external customers to gather requirements, onboard onto new ad platform features, and support pre and post launch activities
* Manage all elements of the program, including organizing and planning, estimating, managing resources, tracking and controlling projects, managing risk & opportunity, managing quality, seller relations, communicating & documenting, and change management
* Develop scalable internal SOPs and training, external-facing documentation and messaging
* Assist Product Managers in the review and approval process of Ad & Promo material
* Create and disseminate meeting agendas to IBTs (Integrated Brand Teams) for collaboration meetings
* Disseminate documents to be reviewed to IBTs within the required time frame
* Disseminate project progress to clients as requested and inform requested by client
* Monitor and track projects to ensure timely project progression
* Maintains ongoing communication with clients / vendors to ensure that project timelines, deliverables and project changes are aligned with expectations and business needs
* Provides expertise and process training to integrated brand team and vendors (e.g., process and ePASS)

## Qualifications for advertising project manager

* Experience with agile/scrum, lean, six sigma, PMI, PRINCE2, ITIL or other project/program management methodologies
* Experience in digital advertising or marketing
* Experience with Redshift, MySQL or Oracle SQL queries
* Consistently communicates timely and accurate information and project progress across functional teams to prioritize projects, meet project timelines and meet quality standards
* Provides periodic project reports for leadership and marketing team as needed, to review projects status for each brand
* Strong understanding of digital advertising platforms and the role that data plays in driving efficient marketing