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# Example of Advertising Project Manager Job Description

Our company is growing rapidly and is looking to fill the role of advertising project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for advertising project manager

* Review all briefs before routing to creative team to confirm all information is included and accurate
* Confirm team members have all elements needed for understanding and producing project
* Negotiate with external vendors, review and award jobs
* Receive all feedback and properly distribute to team and external vendor
* Track and process all production contracts and payment of invoices
* Provide performance reports throughout the program, and deliver final metrics upon completion
* Successfully execute all contractual obligations ensuring a high level of client satisfaction and realization of partnership/project goals for custom advertising projects
* Implement all campaign components for new and complex advertising programs such as promotions, sweepstakes, new ad placements, livestream events, pop-up events and other innovative advertiser features
* Develop production schedules, best practices and training documentation for end-to-end campaign management and execution
* Monitor, aggregate and communicate program reporting to internal and external teams including ongoing campaign analytics and campaign wrapup analysis

## Qualifications for advertising project manager

* Experience working in JIRA and/or Omniture
* Strong knowledge of the production process, on-air, digital, and social platforms
* Are passionate about owing solutions and solving issues with minimal supervision or direction
* Technically oriented, strong business judgment, analytical, and project management
* Several years in a Lean or Six Sigma position
* Ability to write with SQL