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# Example of Assistant Media Planner Job Description

Our company is growing rapidly and is hiring for an assistant media planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant media planner

* Builds a network of digital media contacts to utilize as information and research resources for the marketing teams
* And any other assigned duties as requested
* Assist media planner in development of media recommendation and take the lead role in assimilation of research data, vendor rates and specifications
* Accurately maintain client records, media approval documentation, and media purchase contracts
* Monitor and maintain appropriate campaign execution and performance
* Ensure invoice information is collected and follow up with external suppliers to gather missing information as required
* Support the team with preparing and maintaining accurate and timely billing and budget control reporting
* Support the creation of campaign post reports
* Source proposals from media partners as required
* Assist the media planning team with developing costs and data collection for recommendations and analysis

## Qualifications for assistant media planner

* Past marketing and advertising agency internships strongly preferred
* Strong project management skills, ability to lead and handle multiple time-sensitive, cross-functional projects on deadline
* Humility with a hunger to learn and grow within a fast-paced startup environment
* 1-2 years of marketing or advertising experience preferred
* Past marketing and advertising agency internships preferred
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