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# Example of Digital Executive Job Description

Our company is hiring for a digital executive. 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 digital executive

* Production of digital audience dashboards and reviews of key sport competitions
* Knowledge of internet technologies and the online advertising sales market
* Experience in dealing with major advertising agencies and clients at a senior level
* The ability to apply creative solutions to advertising briefs and create strong bespoke sales packages in a highly competitive marketplace
* Experience of applying research techniques to create strong sales stories and proposition
* Experience of liaising with marketing and editorial teams where necessary
* An excellent standard of written English for business proposals
* Coordinate meetings, calls and events to include all logistics (scheduling, catering, meeting materials)
* Maintain departmental assets and manage services (facilities, office supplies)
* Investigate and implement social media advertising

## Qualifications for digital executive

* Ability to maintain sustained efficiency and effectiveness in performance, particularly when under pressure and with a heavy workload
* Ability to balance priorities and multiple projects
* Collaborative personality who can contribute to the dialogue of Gucci’s
* Exceptional presenter and communicator with internal and external partners
* Third level qualification in Marketing
* Strong IT skills across all relevant related systems ie Wordpress, Newsweaver, Google Analytics