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# Example of Manager, Activation Job Description

Our innovative and growing company is looking to fill the role of manager, activation. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, activation

* Ensure top notch quality in both buys, client service and responsiveness to client/agency requests
* Conduct and maintain regular status meetings and issue meeting summaries/contact reports
* Evaluate and issue P.O.V.’s (media point-of-view) on new media opportunities
* Interview and hire of junior members of the group
* Ensure that all invoices, discrepancies and billings are cleared and issued in a timely fashion
* Oversee preparation of, and presentation of, pre and post buy reports, including third party audits if required
* Prepare written reviews of Buyers and Media Assistants in a timely basis
* Provide Leadership , Mentorship and Motivation for the buying team
* Support the Director of Media Activation and Investment as required
* Secure full local retail insight and share in the Sales Unit Management Team in order to facilitate decision making

## Qualifications for manager, activation

* Marketing platform experience a plus
* Ability to manage a variety of projects simultaneously and work in fast-paced environment
* Ability to pay attention to details and manage workflow process
* Agency Evaluation & Budget negotiation
* Ability to communicate persuasively both written and orally
* Relationship building (ability to understand business issues, regional differences, different channel dynamics)