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# Example of Media Executive Job Description

Our company is searching for experienced candidates for the position of media executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for media executive

* File documents and maintain legal department filing system
* Direct calls and sort through mail
* Assist the team with ad hoc requests coordination of events, meetings
* Manage special projects and additional support through the coordination of personnel related issues and other duties as required
* Identify, Sell & Close $2-4M in annual revenue
* Drive activity in partnership with the Client Service and Practice Leader teams
* Work with new and existing clients to build & expand the local sales pipeline
* Secure new Master Service Agreements (MSAs) when needed
* Sell entire portfolio of business & technology solutions within the M/E vertical
* Provide administrative support to GVP of Sales

## Qualifications for media executive

* Effectively communicates information in both one-on-one and group situations
* Bachelor's degree required preferably with a major in Marketing or Business Administration
* Two to three years of experience working on Digital Media and Marketing campaigns
* Previous experience working within or with a media Agency or work experience in digital Media and Web marketing
* Experience working with various digital media advertising technologies including 3rd party ad servers (MediaMind, FlashTalking, Doubleclick ) preferred
* Familiarity with tag management platforms such as Google Tag Manager and Tealium