Downloaded from <https://www.velvetjobs.com/job-descriptions/supervisor-media>

# Example of Supervisor, Media Job Description

Our company is looking for a supervisor, media. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supervisor, media

* Backup Traffic Manger when necessary
* Oversees the development and execution of assigned mobile media recommendations and plans
* Provides specific work direction to Mobile Media Assistants and Specialists within his/her group, ensuring expectations and deadlines clear
* Accountable for on-time delivery of accurate and thoroughly thought out plans, recommendations, and documents produced by his/her group
* Maintains procedures that produce effective and consistent internal communications to streamline requests and receipt of information and data from other departments within the agency
* Works closely with all assigned media personnel in the group, to assist with the analysis and evaluation of media information needed to prepare recommendations that best meet the media objectives and strategies of a plan
* Reviews mobile media plans and recommendations with the Mobile Media Director prior to presenting to agency partner or client
* Interprets, supervises, coordinates, and integrates, as necessary, all assigned mobile media activities, including presentation and interpretation to the client, as required
* Maintains the best possible relationship with client and media representatives in order to further mutual interests of the agency and its clients
* Develops relationships with key Ansible counterparts in other markets (in particular the US) to ensure we are up to speed on activities with similar clients and publishers/solutions not commonly available in Canada

## Qualifications for supervisor, media

* 1+ years of hands on experience working in self-service capacity within ad tech/programmatic or search platforms required
* An expert’s ability to analyze campaign performance and
* Complete knowledge of all digital Media, Search, SEO, SMM, Mobile
* Candidate must be knowledgeable about the planning process and have branding experience
* Experience in tune-in/entertainment category is strongly preferred, but not required
* Expert knowledge of all forms of media including planning tools and best practices/processes