



Example of AD Operations Coordinator Job Description

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Our company is searching for experienced candidates for the position of AD operations coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for AD operations coordinator

- Proactively reach out to clients and Sales Reps to determine submission deadlines, manage assets and any needed revisions
- Be available to the Sales team for any general creative questions
- Facilitate calls between creative agencies and third-party creative developers such as Spongecell, Pointroll, and Pixability
- Responsible for day-to-day management with core SSP/DSP/network partners helping TEN monetize unsold inventory
- Manage the RFP process for programmatic media plans
- Work with clients to manage technical implementation and troubleshooting of private marketplace deals
- Proactively monitor all private marketplace campaigns for delivery and performance, recommend appropriate campaign optimizations when applicable
- Collaborate and communicate with marketing on sales collateral, new product offerings
- Become the expert on the exchange marketplaces
- Use DFP Inventory Manager other forecasting models to project inventory

Qualifications for AD operations coordinator

- Capacity to manage multiple projects with tight deadlines
- Capacity to prioritize and manage multiple projects with tight deadlines

- Desire to learn and research new technologies and developments within the industry
- Ability to work independently and make quick confident decisions