



# Example of AD Operations Coordinator Job Description

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Our innovative and growing company is hiring for an AD operations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AD operations coordinator

- Coordinate and sets up campaigns within the ad server in accordance to traffic sheets delivered by internal teams
- Test and perform quality assurance on ad tags and creatives to ensure specifications are met
- Monitor campaigns, making any necessary optimizations to placements, tags, creatives and/or 3rd party technologies to ensure expected delivery
- Assist senior team members in finding resolutions to ad serving issues and reporting discrepancies
- Deliver various reports as necessary
- BA/BS Degree or its equivalent in experience and education
- Knowledge of Microsoft office (Outlook, Excel, PowerPoint)
- Ability to adapt in a fast-changing environment
- Manage and input of creative into orders prior to campaign launch
- Maintain ongoing relationships with sales and provide support to troubleshoot problems with creatives and tags as needed

## Qualifications for AD operations coordinator

- Possess entrepreneurial zeal
- Meticulous in all work and detail oriented
- A quality evangelist
- Extremely analytical individual, who can spot problems, identify root causes,

- Provide sales with inventory forecast and assist sales planner in putting together media plans based on client KPIs
- Oversee offshore team and verify proposal planning and booking is accurate in DSM and Client's IO's are feasible to run including any custom asks within T's & C's