



# Example of AD Operations Coordinator Job Description

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Our growing company is looking to fill the role of AD operations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AD operations coordinator

- Ad spot compliance
- Ofcom compliance
- Ad rep playlist scheduling compliance
- Correctly enter Ad Reps playlists in our programs
- Ensuring the technical, administrative & financial monitoring of the campaigns
- Monthly ad campaign reporting
- Acting as the link between Presentation, Programming and Ad Sales department
- Acting as the link between Turner and Ad Reps Accounting Departments
- Work with the project team to execute online advertising
- Quality Assurance testing for assigned projects and tracking of related issues

## Qualifications for AD operations coordinator

- Interact with agency/client to ensure precise delivery of advertising campaigns by supporting campaign managers as needed
- Oversee end to end billing process including but not limited to liaising with the IO's team for booking accuracy, campaign management/trafficking team to understand discrepancies and under billing issues Finance team to oversee and provide reporting for billed/invoiced amounts and communicating with clients as needed
- Expert knowledge of digital ecosystem
- Understanding of Yield management programmatic advertising and trading

- Bachelor's degree in technical or science related discipline or related work experience
- 3 years in Regulatory, Quality or related area