



# Example of AD Operations Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of AD operations coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for AD operations coordinator

- Interact daily with fellow ad traffic coordinators and club contacts to assure timely completion of all requests
- Check-in and organize samples Ad Samples
- Distribute to appropriate teams
- Package and label samples for donations and disposal
- Manage supplies for the sample room (racks, hangers, tape)
- Lift heavy boxes/supplies
- Manage the cleanliness of work center
- Track sample arrival status
- Assist with quarterly Adoption sample processing/steaming
- Support with sample charity work

## Qualifications for AD operations coordinator

- Build and manage close and effective working relationships with the sales team by being their first point of contact for any questions or concerns regarding inventory
- 1+ year of experience in an environment that includes digital campaign management with DFP (Legacy or Premium), experience with other 3rd party ad serving systems
- BS/BA degree and 1+ years of experience with DFP are desired

- Experience in an environment that includes digital campaign management with DFP (Legacy or Premium), experience with other 3rd party ad serving systems a plus
- 6 months minimum in ad rep scheduling department or TV channel adsales department