Example of Assistant Media Buyer Job Description

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Our company is growing rapidly and is hiring for an assistant media buyer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for assistant media buyer

- Request pre-logs and post-logs from media vendors
- Input/check post-logs in Core (response analysis system)
- Gather ad rates, and send schedules to media outlets
- Confirm media schedules
- Work across brand planning & other activation teams to ensure best results for client
- Manage traffic needs
- Check invoices and resolve media billing discrepancies
- Act as point of control to generate media purchase authorizations (MPAs) and to maintain accurate files
- Operate as part of a team to ensure media buys are entered accurately in the applicable media system and QA process are adhered to
- Investigate and follow-up on discrepancies with appropriate team members to ensure clearance

Qualifications for assistant media buyer

- Ability to support multiple buyers and juggle competing priorities
- Proactive approach to problem solving, assisting the team, self-development
- Highly developed organizational skills with a strong attention to detail and accuracy
- Excellent ability to manage and prioritize time effectively
- Strong learning agility, with a passion for continuous development
- Prior Media Experience Preferred