



Example of Digital Advisor Job Description

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Our company is hiring for a digital advisor. 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 digital advisor

- Manage Outlook task, inventory, calendar and sales tools
- Other related tasks delegated by supervisor
- Work effectively in cross-functional teams (virtual teams from matrix organizations) by understanding the goals & responsibilities of the other functions & organizations represented on the team
- Developing a detailed list, with dependencies identified, of the specific DWP deliverables to be developed over the first six months
- Developing a high-level summary list of expected deliverables for the second six months (months 7-12) of the DWP project
- Identifying key stakeholders and business owners of the DWP
- Documenting historical background to the DWP development
- Providing a narrative overview of the global components of the DWP
- Developing a plan of action to gather requirements
- Knowledge and experience with Google AdWords

Qualifications for digital advisor

- Intranet portal experience an asset
- Mastery of Microsoft Office applications
- Strong analytical skills (Microsoft Excel and PowerPoint) and experience with reporting and data analysis (SQL preferred)
- Proficiency in using marketing automation systems

- Proven ability to work as a highly effective team member, able to work independently to high standards (including when deadlines are tight)