



Example of Digital Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of digital coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for digital coordinator

- Develop and implement social media strategies for imprint (and manage social media accounts, working with edit staff to generate content)
- Redirect digital momentum of established brand (FSG Originals) into new, larger brand
- Liaise with Traffic to ensure accuracy of booking/cancellations
- Prepare, analyze, and react to sales performance
- Accountability for a list of accounts using a combination of software tools available
- Consolidate results and report on email initiatives
- Assembly, processing and quality control of display, video and mobile ads and other ad asset materials for technical specification compliance and coordination with Creative Services, Master Control, Spot Traffic departments, and third party production platforms
- Handles detailed 3shape dongle renewal process through various stages including actively managing the 3shape expiry list, updating the dongle database weekly with new customers, contacting customers whose dongle is expiring, and processing orders for dongle renewal
- Collects training PO's from the field and works with 3shape, HSPN Lab Trainers, 3rd party trainers, and CCS to schedule training with customers
- Keeps an active calendar of all scheduled training to assist in proper sales forecasting for 3shape sales and updates the calendar accordingly

Qualifications for digital coordinator

- Assists with special projects on an as needed basis
- Participates in meetings and discussions with team members
- Flexibility and ability to handle changing and competing priorities
- Ability to communicate and work with a variety of employees in various levels of the organization
- Have experience with or the willingness to learn digital technologies and software