



# Example of Media Operations Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of media operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for media operations

- Lead corporate relationships with scaled media agencies and the most strategic media suppliers
- Establish broad network of relationships with potential future suppliers and agencies to bring new thinking to VF and understand opportunities
- Maintain strong relationships with corporate Strategy and brand Marketing leaders across all regions
- Lead learning forums for VF marketers related to the media industry and key media suppliers 10%
- Ensure continuity of Project Vectis savings initiatives by organizing regular and productive Steering Committee meetings
- Grow personal skills and knowledge of media industry through industry papers and suppliers/agency relationships
- Establish benchmarks and standards for brands to use to improve the effectiveness of their marketing and media
- Lead the design of key systems and tools to measure the effectiveness of our media and media suppliers/agencies 15%
- Establish guidelines, specifications and standards for the Media Operations groups to ensure a consistently high level of performance
- Develop data and reporting requirements documents by meeting with the end users to determine their needs

## Qualifications for media operations

- Demonstrated ability to collaborate priorities with indirect reporting relationships
- Work on a variety of projects on an as need basis
- A background with Quality Assurance/Control is a plus
- Have the ability to work in a fast-paced environment and handle multiple projects simultaneously