

Job Description

DIGITAL MEDIA ASSISTANT



OVERVIEW:

Active International in Canada is seeking a **Digital Media Assistant** in the growing media buying department. It is an entry-level position with the primary objective to provide a superior customer experience by assisting the buyers in delivering timely, effective, efficient, and accurate buys and reports.

In return, we offer you:

- A trading business model unlike any other agency that enables our client's freedom to innovate
- A caring, diverse, and inclusive culture, with an open, collaborative work environment where your ideas and input are valued
- A flexible, hybrid approach to at-home and in-office work
- Competitive health and dental benefit package with the health care spending account
- Career development, training opportunities and tuition assistance
- Wellness programs and allowances
- Volunteering opportunities, fundraising and charitable donation matching through Active Cares
- Free parking, proximity to 2 major highways and a variety of restaurants in the East Beaver Creek neighbourhood in Markham
- 92% employee trust index score as measured by Great Place to Work Canada
- An award-winning culture that has been recognized in the Globe & Mail and National Post

KEY RESPONSIBILITIES:

- Assist Digital Buyer in coordinating between client and/or AOR with efficient and timely processing of buys and reports.
- Assist buyers with vendor RFPs and Insertion Orders.
- Assist buyers to ensure campaign can launch on time (ex., creative and copy received, pixels/tags received and installed correctly, etc.)
- Request screenshots upon campaign launch and site delivery reports on a regular basis from vendors.
- Create and maintain Datorama dashboards to house screenshots and campaign delivery data.
- Help Digital Buyer with the monitoring of campaigns to ensure pace and delivery.
- Create new estimates, enter new buys, and maintain buys in the system.
- Reconcile invoices for client billing.
- Additional administrative tasks and assignments as needed.

KEY COMPETENCIES/TRAITS:

- *Analytical* - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- *Detail* - Demonstrates attention to detail and ensures accuracy of information.

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- *Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- *Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- *Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- *Written Communication* - Writes clearly and informatively; Able to read and interpret written information.

Active's Commitment to an Inclusive Hiring Experience

Active is committed to creating a diverse and inclusive environment within our organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or status. If you require accommodation at any point in the hiring stages, please inform us in advance so we can arrange reasonable and appropriate accommodation.

To apply for this position, email your resume and cover letter to careerscanada@activeinternational.com, with "Digital Media Assistant" in the subject line.

We can't wait to hear from you.

