

## **Digital Coordinator**

Singapore, Toa Payoh Central, Central Region

Full Time

### **Responsibilities:**

- Manage digital advertising inventory and/or upload content to CMS (editing logs, scheduling spots and managing pre-empts if necessary)
- Plans, proofs, and schedules advertising contents across all digital media of advertising platforms
- Scheduling & prepare job sheets of the daily job orders, check posting record & reports submitted by contractors
- Work closely with sales & marketing teams to maximize media inventories
- Coordinate with assigned contractors from scheduling, logistics to improve workflow efficiency and accuracy
- Handles operation and provides full range of administrative support and reporting for management
- Monitor the execution for all production on site if necessary, especially for special execution
- To perform on-site inspections if necessary
- Assist in other duties and projects as assigned

### **Requirements**

- Diploma or above in related field
- At least 2-years relevant experience in digital marketing or advertising media would be an advantage
- Proficient and MS Office (Word, Excel)
- Good command of written and spoken in both English and Cantonese
- Self-driven, able to work independently
- Irregular working hours and duties on weekend / public holidays may be required
- Occasion outdoor job duties may be assigned