



Dentsu Aegis Network – VIZEUM Canada Inc.

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With consumers more connected, through a range of devices, than ever before, the era of media convergence is presenting many opportunities as well as a new, complex media ecosystem. Through our global network brands including Carat, DentsuBos, Dentsu Media, iProspect, Isobar, MKTG and Vizeum – and supported by our growing specialist/multi-market brands including Amnet, Amplifi, Cardinal Path, Data2Decisions, GRIP, ICUC, The Story Lab and 360i – we provide best-in-class expertise and capabilities in brand, media and digital communications services.

Account Coordinator

The Account Coordinator is responsible for managing client campaigns across multiple sister agencies underneath the Dentsu Aegis Network umbrella. This include: Carat, iProspect, and Vizeum.

The Account Coordinator assists in all of the aspects of campaign management including campaign setup and launch, optimization and reporting, and communications with the agency teams. As an entry level position, the Account Coordinator position represents the start of a career in programmatic and is highly supervised by an Account Manager.

This position is essential in the day-to-day tactical management of the trading desk accounts and requires an individual that works well in a team-based, fast paced, detail-oriented environment. While advanced programmatic and real-time-bidding (RTB) knowledge is not expected, the successful Account Coordinator is resourceful and demonstrates the initiative to participate in advanced projects.

The Account Coordinator position is training-intensive. Aptitude for learning new skills (both technical and organic) and procedures is essential. The Account Coordinator is expected to be an active participant, increasing participation over time in the position. The Account Coordinator is also encouraged to contribute ideas and insights that will benefit our clients.

KEY AREAS OF RESPONSIBILITY

- Becoming a trading desk advocate and by understanding and effectively communicating our value proposition to others
- Gaining an in-depth understanding of the trading desk platform and ability to execute successful campaigns, keeping in mind client goals and data sources
- Day-to-day activities include financial administration, campaign setup & management, reporting & analysis, and supporting the greater team

- Assist Account Managers in the strategic direction of existing accounts
- Support Account Managers in ensuring that all internal financial processes and deadlines are adhered to
- Establish a solid working relationship with the various media-buying agencies within Dentsu Aegis

Qualifications:

- Bachelor's Degree (in Business Administration or Finance)
- 1-2 years of experience
- Strong math and analytical skills
- Strong problem solving skills
- Ability to proactively prevent issues and produce solutions when needed
- Ability to analyze and interpret large amounts of data
- Capable of working under pressure with quick turnarounds
- Aptitude to build and maintain strong working relationships
- Excellent communication and writing skills
- Ability to organize and manage detailed work
- Desire to learn more about campaign management
- Advanced computer skills (MS word, Excel, PowerPoint)

Please apply online:

<https://canada-dentsuaegisnetwork.icims.com/jobs/11959/account-coordinator/job>