



About Sizmek

Come on in. The door is open.

We combine the best online technology, services and intelligence that advertisers and advertising agencies deem most important to create inspiring advertising, drive exponential performance, and cultivate deeper relationships between their brands and customers around the world.

We work with more than 3.400 advertising agencies, over 17.000 brands & advertisers and 22.000 global web publishers, and serve ads in more than 70 countries.

We help our clients across the digital advertising spectrum in: designing, building and targeting ads, buying media, analyzing and managing data, evaluating campaigns, and more.

That's open ad management. That's the Sizmek effect.

What do we need?

We're searching for **Digital Advertisement Campaign Coordinators** to join our ad operations team in Serbia, Belgrade. If you think of yourself as a tech-savvy person & a great English / German / Spanish / French speaker - please see below:

Key responsibilities include...

- Act as the main point of contact and account coordinator for a group of clients (advertising agencies and web publishers) and manage their online advertisement campaigns from initial booking to final reporting.
- Set up client's campaigns into the Sizmek MDX ad server platform (book placements, provide support during ad design and build stages, ensure ads pass QA and troubleshoot any issues).
- Launch advertisement campaigns to (display) websites, video networks, mobile sites & apps and social networks.
- Communicate with clients and our Production / Media Buying / Testing / Support / Sales teams on campaign statuses, implement feedback points, analyze advertisement performance and scope changes in order to set proper client expectations.
- Attend and manage client meetings, presenting campaign statuses, resolving issues and provide trainings to advertising agencies where required.
- Keep up to date with all the Sizmek product releases.
- Collaborate with team members to gain further experience and knowledge in digital media and Sizmek Operations.

What will you need to succeed?



- Conversational and written fluency in English is a prerequisite. However, we are hiring German, Spanish and French speakers alike.
- Proficiency in Excel and Office suite.
- Knowledge of Adobe suite is preferred.
- Proven skills and strong interests in digital advertising, mobile, video and display environments and online technologies and trends.
- Experience working in a client facing role.
- Basic understanding of rich HTML / script functions.
- Project management skills: ability to manage multiple projects at once.
- Quick learner, dedicated, independent and willing demonstrate high attention to detail with the ability to manage multiple tasks and responsibilities.
- Ability to prioritize and meet deadlines with demonstrated initiative.
- Positive attitude and ability to build strong working relationships with others
- Graduate caliber.