



Come on in. The door is open.

What do we need?

We're searching for **Digital Advertisement Campaign Coordinators** to join 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 publishers).
- 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 publishers, video networks, mobile sites & apps and social networks.
- Communicate with clients and our Production / Media Buying / Testing / Support / Sales team on campaign statuses, implement feedback points, analyze advertisement performance and scope changes.
- 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.
- Positive attitude and ability to build strong working relationships with others
- Graduate caliber.