



## **EMPLOYMENT OPPORTUNITY**

As Canada's leading full-service Out-of-Home advertising company, OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.

**We are currently seeking an enthusiastic and dedicated team player to join our Digital Ad Operations team in Toronto as a DIGITAL AD OPS COORDINATOR.**

### **In this role, YOU will**

1. Monitor all digital boards for malfunctions with the ability to 'check-in' remotely at local digital boards and during off hours from time to time.
2. Work with the Digital Inventory Specialist to help with forecasting and managing inventory updates
3. Work with the Digital Inventory Specialist & Finance teams to complete all monthly billing schedules
4. Assist Sales team with Proof of Performance & delivery reports; from producing reports to troubleshooting system generated reports.
5. Conduct random audits of digital boards.
6. Working with the AdOps leadership to document updates on project status'
7. Backup some delivery functions of the Digital AdOps specialists when necessary.
8. Margin and performance monitoring for internal trading desk (or Dgital AdOps specialists)
9. Assist Director of Sales with inventory/planning templates

### **YOU possess**

- Effective planning, prioritization, multi-tasking, organizational, time management skills to meet deadlines.
- Energetic, self-motivated and results-oriented.
- Strong communication (both written and verbal) and customer service skills with the ability to interact in a professional and effective manner with internal customers.
- Effective listening skills and the ability to interpret customer requirements.
- Proven team player who is resourceful, nimble and flexible.
- Bilingualism (English and French) is an asset.
- Strong working knowledge of MS Office - Word, Excel, Outlook.
- Valid driver's license with the ability to travel to local digital boards using own transportation.

**WE offer** an attractive total compensation package, if you fit the bill.

Candidates are invited to submit their resume to Human Resources  
by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca) by **Tuesday, January 22<sup>nd</sup>, 2020**

We will only contact candidates under consideration.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*

**WE ARE OUTFRONT BY NAME AND BY NATURE**