



The Alberta Weekly Newspapers Association is committed to providing advertisers with unsurpassed service and up-to-date information on each of the community newspapers served.

DISPLAY ADVERTISING COORDINATOR

The AWWNA's Display Advertising Coordinator is responsible for entering client bookings, as well as managing the material pre-flighting and distribution functions.

The position focuses on the association-newspaper component of the placement process. As such, the Display Ad Coordinator is responsible for effectively managing all newspaper questions relating to campaign execution.

Primary responsibilities, but not limited to:

- Work with Sales Coordinator to achieve 100% clean order entry
- Data entry of all insertion orders;
- Make arrangements with clients/newspapers for possible make goods;
- Manage newspaper communications in regards to campaigns placed via AWWNA, i.e. revisions, cancellations and questions that arise from these campaigns.;
- Material pre-flighting and distribution;
- Maintain and update ONE System newspaper database ensuring that all rate, circulation and contact information is accurate and up-to-date.

The ideal candidate will possess the following qualities:

- Related post secondary education;
- Outstanding customer service skills;
- Proficiency in Microsoft Office;
- Attention to detail, organized, multi-tasking, and time management skills.

Please fax or e-mail resume in confidence, along with salary expectations to:

780-438-8356

info@awna.com

No phone calls please.