

Media Assistant

Role

We are looking to fill a full-time position for the role of Media Assistant, to manage the invoice reconciliation process within our buying platform, MediaOcean. This role will work out of our Toronto office, and provide occasional support to the DRTV Media team and Data & Analytics team. Previous experience with the platform is an asset, although not a requirement, as training will be provided. We are looking for someone with intermediate Excel and Microsoft Office skills. This person will be administering data entry, invoice reconciliation and may assist in formatting and proofing of client deliverables. We are looking for a process-oriented individual who has strong accuracy and attention to detail. Well-developed organizational, time management, and problem-solving skills will also be critical to success.

Key Responsibilities

- Update monthly checklist of station invoices received and reconciled to provide internal teams with daily status of progress.
- Match station invoices to spot runs in our DRTV media software program, identifying and resolving discrepancies with support from media buyers.
- Identify and track discrepancies, which include contacting various station accounting departments to ensure timely submission of invoices and issue resolution.
- Reconcile invoices against media plans and final delivery reports and enter all info into Actualized Report.
- Provide data entry related to client campaigns and their response data, including media invoice entry and matching; ensure proper coding of all data entries.
- Work with the media team to request and follow through on any make good or credit notices required from stations prior to approving invoices.
- Assist with logging and verifying media insertion orders and contracts, creating and monitoring traffic schedules.

Requirements

- University degree or college graduate with at least 1 year of administrative assistant work experience.
 - Intermediate Microsoft Office skills including Word, Excel, PowerPoint and Outlook. Includes ability to implement conditional formatting, pivot tables and VLOOKUP.
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- Comfortable with Adobe Acrobat.
- Process and detail oriented.
- Ability to think and adapt in a fast-paced environment, while meeting deadlines.
- Strong organizational, time-management and multi-tasking skills.
- Excellent written and verbal communication skills.
- Critical thinker/problem solver.
- Self-motivated.

