



Job Listing: Digital Ad Operations Associate

VICE started in 1994 as a newsprint monthly in Montreal, and is now a global youth media company that includes print, event, music, online, television, and feature film divisions that operates in over 30 franchises across all content categories, Vice publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

VICE/Ad Operations is looking for an editor to manage Palladium's new website is going to become a content hub, full of videos, articles, and photos dedicated to urban exploring and travel this content under the supervision of VICE. The selected candidate would be expected to:

Roles and Responsibilities:

- Monitoring and reporting online ad campaigns for the US and discussing with the ad operation team.
- Recording online ad sales for the US and Canada.
- Coordinating and reporting to accountants for post-campaign payments to AdVICE network publishers.
- Compile analytics (comScore, Compete, GA) to create reports / one-sheets for sales.
- Oversee and advise on online campaigns / ad operations
- Oversee and advise on RFP requests / submissions.
- Scout and acquire AdVICE sites.
- Point for comScore, Compete, AdVICE Post campaign analysis.

Experience and Qualifications:

- 1 to 2 years of relevant ad operations experience
- Associate Degree or relevant college experience
- Must be proficient in excel / numbers and Keynote.
- Experience in ad operations (DART for publishers).
- Version Control knowledge (SVK, Git, SVN)
- Knowledge of the Vice brand and its properties is essential.
- Excellent written and verbal communication skills
- Experience with Macintosh computer programs i.e. excel, numbers and keynote.

HOW TO APPLY

Please send a detailed cover letter, resume and samples of your online work and code examples with salary history by email to vicecareers@vice.com Reference "Digital Ad Operations Associate" in the subject line or by mail to:

Human Resources Department
Attn: Digital Ad Operations Associate
97 North 10th Street Suite #204
Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please.

EOE