

**Job Description and Standards of Performance**

<u>Position Title:</u> Advertising Information Coordinator	<u>Affiliation:</u> PNG
<u>Specialization:</u>	
<u>Department:</u> Advertising	<u>Department #:</u>
<u>Date Updated:</u> 4/29/07	<u>Updated by:</u> LaChance
	<u>Job Code #:</u>

**Position Purpose/Objective:**

This position is responsible for developing and maintaining reports on advertising and sales performance from various systems, providing operational support to the advertising department, developing and maintaining information databases, and providing clerical support to sales staff and management.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
<p>Develops and maintains reports related to advertising and sales performance from various systems.</p> <p>CORE</p>	<p>New reports are developed that meet the needs of the requester within agreed upon timeframes.</p> <p>Regularly scheduled reports are accurately prepared and reviewed, irregularities are investigated and resolved, fully sourced, and reports are distributed on schedule.</p> <p>When required, reporting is completed in a confidential manner.</p> <p>Feedback on the status of all reporting that will not meet deadline shall be provided to the requester and the Advertising Administration Manager as soon as it is known. New deadlines will be coordinated with all appropriate parties.</p> <p>Recommendations for improved efficiencies are made, and procedures are developed and implemented in conjunction with all appropriate parties.</p>
<p><i>Provide production support for the various insert products.</i></p>	<p><i>The various insert products are scheduled, zoned, printed, tracked and verified in an accurate and timely manner. Issues are identified, communicated and</i></p>

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	<i>resolved in an effective and timely manner. Recommendations for improvements are made and procedures are developed and implemented in conjunction with all appropriate parties.</i>
<i>Develops and maintains information databases.</i>  CORE	<i>Databases are developed and maintained to support any reporting or operational need, data is verified for accuracy, and fully sourced. Recommendations for improved efficiencies are made, and new procedures are developed and implemented in conjunction with all appropriate parties.</i>
Provides operational support to the advertising department <i>including insert products.</i>  CORE	Operational duties shall be properly completed on schedule in accordance with assigned deadlines.  Recommendations for improved efficiencies are made, and procedures are developed and implemented in conjunction with all appropriate parties.
<i>Documents job policies and procedures.</i>  SUPPORTING	<i>All reporting, operational and database policies and procedures are fully documented and updated as changes are made.</i>
Provide clerical support to the advertising department.  SUPPORTING	All clerical duties are completed in an accurate, timely and confidential manner, and meet the needs of the requester.
<i>Uses available technology to support efforts as needed.</i> SUPPORTING	<i>Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.</i>
Other related duties as assigned.  SUPPORTING	All additional related duties are performed accurately and in a timely manner to meet <i>requester's</i> needs.

Required Education and/or Experience/Knowledge:

High School diploma *or equivalent* and demonstrated intermediate to advanced computer skills successfully applied in a business environment.

Required Skills:

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 Critical operational duties are identified, properly documented, and updated immediately as duties are changed, and coverage for these duties is to be coordinated in the employee's absence. .

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 CORE .

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 Procedures for maintenance of database is fully sourced and documented. Changes to these procedures shall be immediately updated, and copies of these procedures are provided in hard copy and electronic format in a timely manner to update departmental procedures manuals. .  
 Recommendations for improved efficiencies are made, and new procedures are developed and implemented in conjunction with all appropriate parties. .

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Excellent communication skills; excellent prioritization and organizational skills; critical problem solving abilities; excellent customer services skills; the ability to function as an effective liaison with other departments; and a sound understanding of accounting principles. Experience in both PC and Macintosh platforms *and reporting software* is preferred. Successful candidate must have demonstrated ability to maintain confidentiality in all business matters.

Must have a commitment to teamwork, strong initiative, the ability to work under deadline pressure, *attention to detail*, and ability to handle multiple projects in a fast-paced environment.

This position reports to:  
Advertising Administration Manager

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