

The Opportunity

ASW is currently looking for a **Media Coordinator**.

As Media Coordinator, you will be working with the account management pillar team to provide all administrative and data entry support required for the agency team to deliver creative, media, and data insight projects for clients.

Key Responsibilities

- Accurate project management administration and media coordination
- Accurate data entry, including updates, in project management platforms; WorkFlow Max and Ciinch.
- Support Account Management team in the development of project timelines, project WIP documents, media schedule updates, financial report generation
- Ad hoc administrative tasks to support project delivery

Skills, Experience & Qualifications

- Bachelor's degree in Marketing/Media/Advertising or any relevant field
- At least 1 year of experience in account administration or media coordination.
- Computer skills across standard Office Suite of programs, CIINCH, and WFM (training on CIINCH and WFM systems will be provided)
- Excellent communication skills
- Strong attention to detail
- Enthusiastic & engaging with an excellent attitude
- Ability to manage numerous projects running simultaneously with professionalism
- Ability to work under pressure in a fast-paced and varied environment

ASW Offers

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with *one* of clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities, and other exciting activities.
- Ongoing career opportunities.

- To find out what our people say about working at ASW, visit:
<https://aswhiteglobal.com/careers/>

#LI-JM1