



**Title: Assistant Digital Department Manager**

**Department: Digital**

**Reports to: Digital Manager**

### **Job Summary:**

The Assistant Digital Manager is responsible for ensuring that all deadlines of the Digital department are met. The ideal candidate is a highly motivated professional who can handle multiple time-sensitive projects in a fast paced environment and works well independently or on a team. He/she is a self-starter, resourceful and possesses superior problem solving and time management skills.

### **Overview**

- Oversee completion of day-to-day activities and management of the digital team
- Create and cultivate a quality work environment based on teamwork, personal fulfillment, growth and challenges
- Work directly with the digital team to improve efficient and effective workflow
- Assist in creating and proofing monthly digital reports
- Responsible for entering and processing department purchase orders for Digital expenses and credit cards
- Monitor work flow of requests and jobs in Podio
- Track budget updates for the department and check for accuracy
- Maintain department calendar and deadlines
- Manage reconciliation of all digital marketing activities to ensure 100% completion of all activities and quality of work

### **Qualifications**

- College degree in business or related field
- 10+ years management experience
- Demonstrates problem solving skills
- Strong verbal communications skills with the ability to build, develop and manage relationships with employees
- Strong attention to detail
- Superior organizational skills
- Proficient in Microsoft Office
- No digital marketing experience needed