

Ad Operations Scheduler

TV - Disney+ - Connected TV - YouTube - Radio



 **transfermedia**



Transfer Media, Belgium's top sales house for premium TV, boosts brands across online, on-air, and screen platforms, connecting with enthusiastic audiences.

MORE INFO: WWW.MYTRANSFER.BE

COME JOIN US!

Transfer Media is part of **The Walt Disney Company** and operates as a leading **media sales house in the Belgian market**. From our local team, we connect advertisers and media agencies with premium audiences across **television, streaming, radio and digital video** - combining an entrepreneurial way of working with the strength, expertise and international network of one of the world's most recognised entertainment companies.

Our portfolio brings together strong television brands with a growing range of digital media solutions, including **Disney+, Connected TV, YouTube and other premium digital video environments**. Disney+ is one of the key brands in our portfolio and an important driver of our digital growth, while television continues to represent a substantial part of our business and day-to-day campaign operations.

As the media landscape becomes increasingly digital, the role of Ad Operations is evolving with it. Campaigns are becoming more diverse, data-driven and technically sophisticated. To support this evolution, we are looking for an Ad Operations Scheduler who wants to build broad expertise across both television and digital advertising.

YOUR ROLE

As an Ad Operations Scheduler, **you will be part of the Ad Operations team and report to the Ad Operations Supervisor.**

You will be responsible for the operational follow-up of advertising campaigns across our portfolio, from booking and planning through campaign set-up, delivery, reporting and invoicing. A significant part of your role will involve television campaigns, while you will also work on Disney+ and our growing digital portfolio, including Connected TV, YouTube and other digital video environments.

You will work closely with Sales, media agencies, advertisers and media partners to make sure campaigns are correctly planned, set up, delivered and followed up.

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 **WALT Disney Company**

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YOUR RESPONSIBILITIES INCLUDE

- The **organization** and **monitoring** of **advertising campaigns** on local and international thematic TV channels.
- Organising and **optimising advertising schedules** and **commercial breaks**.
- **Setting up and managing campaigns** across Disney+, Connected TV, YouTube and other digital video platforms.
- Optimising campaigns where necessary to **achieve agreed objectives**.
- **Coordinating with Sales** when operational or delivery issues may have a commercial impact.
- **Preparing campaign reports** and providing **clear delivery updates**.
- **Supporting** the preparation of **commercial offers** and **campaign proposals**.
- **Maintaining regular contact** with media agencies, advertisers and media partners.
- Contributing to improvements in Ad Operations processes and ways of working as our media portfolio continues to evolve.

WHO WE ARE LOOKING FOR

This is a junior position, but we are ideally looking for **someone who already has some first experience within advertising, media or Ad Operations** and wants to further develop their expertise.

You combine accuracy and analytical thinking with a pragmatic, service-oriented mindset. You enjoy keeping an overview, solving problems and working with different stakeholders in a fast-moving environment.

IDEALLY YOU HAVE

- **A degree in Communication, Media or a related field**, combined with a **strong interest** in the **media landscape**. Around 1-2 years of experience in media planning, a media agency, publisher, or media sales house is considered a plus.
- A first understanding of how advertising campaigns are planned, set up, delivered and reported.
- Experience with television planning or digital campaign management is considered an advantage.
- **An interest in television, streaming, Connected TV and the wider digital advertising ecosystem**.
- Experience with campaign management platforms, ad servers or digital advertising tools is considered a plus.
- **Strong organisational skills and attention to detail**.
- You **work accurately** and have a **strong eye for detail**, while also being able to switch gears quickly and **adapt flexibly** to changing priorities.
- **An analytical mindset** and the ability to work comfortably with campaign data, budgets and reporting.
- **A proactive and solution-oriented approach** when something does not go according to plan.
- The ability to **manage several campaigns** and priorities simultaneously.
- **Strong communication skills** and the confidence to interact with colleagues, agencies and media partners.
- **A collaborative mindset** and willingness to take ownership.
- Curiosity and the motivation to **continuously learn** as the media landscape evolves.
- Professional working proficiency in **Dutch, French and English**.

WHAT WE OFFER

At Transfer Media, you will join a company operating at the intersection of television, streaming and digital media, while being part of The Walt Disney Company. That means you get the best of both worlds: the direct impact, flexibility and close collaboration of a local team, combined with the expertise, network and opportunities of a global entertainment and media organisation.

- The opportunity to be part of **The Walt Disney Company** and gain experience within an international, leading entertainment and media organisation.
- **A local and entrepreneurial working environment**, backed by the expertise, network and strength of a global company.
- The opportunity to work across a **diverse media portfolio** combining television, radio, Disney+, Connected TV, YouTube and other digital video platforms.
- The opportunity to work with **Disney+**, one of the key brands and growth drivers within our portfolio.
- A role in which you can quickly build your operational, analytical and technical advertising knowledge.
- Close collaboration with experienced colleagues across Ad Operations, Sales and Insights.
- The opportunity to work with **leading Belgian advertisers, media agencies and international media partners**.
- An environment where ideas for improving processes and ways of working are actively encouraged.
- **A dynamic and informal team** with a strong focus on collaboration.
- **A competitive package** in line with your experience and responsibilities.