



NEI-TURNER
MEDIA GROUP

Ad Coordinator | Nei-Turner Media Group | Lake Geneva, WI | Full-Time

The Role

As an Ad Coordinator, you will manage ad collection for multiple magazine projects simultaneously. You'll play a key role in bringing each issue to life by serving as the connection between our advertisers, sales team and design department. Working directly with advertisers, you'll collect ad materials, proof out ads and collect approvals; review and preflight files to ensure they meet print specifications; and coordinate with designers and sales representatives to keep projects on schedule. This position requires exceptional organizational skills, strong attention to detail, and excellent communication to ensure every advertisement is produced accurately, delivered on time and supported by outstanding customer service.

What You'll Do

- Manage ad collection for multiple publications while meeting production deadlines.
- Serve as the primary point of contact for advertisers via phone and email regarding ad materials, specifications and deadlines.
- Coordinate with the design team on ad design and revisions.
- Coordinate with sales representatives to ensure advertiser needs are met and projects remain on schedule.
- Review and preflight incoming ad files to ensure they meet print production standards.
- Track ad submissions and follow up with clients on missing materials or approvals.
- Maintain accurate records of ad status, revisions and image releases.
- Communicate professionally with advertisers to resolve file issues and provide exceptional customer service.
- Proofread advertisements for accuracy.
- Prioritize multiple deadlines and adjust quickly in a fast-paced publishing environment.
- Identify and troubleshoot production issues before they impact publication deadlines.

What You Bring

- Comfortable working on a Mac, with proficiency in Microsoft 365 and Google Workspace, and the ability to quickly learn new software and digital platforms, including our CRM.
- Experience with Adobe Creative Suite, including InDesign, Photoshop and Illustrator, is a plus.
- Professional, polished demeanor with excellent written and verbal communication skills.
- Customer-focused mindset with the ability to build positive relationships while balancing advertiser needs and production deadlines.
- Strong interpersonal skills with the confidence to communicate clearly, follow up on outstanding materials, and keep advertisers on schedule in a friendly, professional manner.
- Highly organized with exceptional attention to detail and the ability to manage multiple projects simultaneously.
- Self-motivated and resourceful, with the ability to work independently while collaborating effectively with sales, design, and editorial teams.



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- Strong problem-solving skills with the ability to adapt to changing priorities in a fast-paced publishing environment

What to Know

This is a full-time role based in our Lake Geneva, WI office, with a hybrid work schedule of 2-3 days in office. We offer health and dental insurance, generous PTO, a retirement plan with company match, profit sharing and more. Most of our employees have been with us five years or longer.

How to Apply

Send your resume and cover letter to Becky Peck at bpeck@ntmediagroup.com.