

# DIVISION-D

JOIN OUR TEAM

## ASSISTANT ACCOUNT MANAGER

If you are looking for a unique and exciting opportunity representing Fortune 500 companies in a rapidly growing market, a position at Division D is right for you! We're looking to hire full time digital media Assistant Account Manager for our offices. We offer a competitive salary, attractive benefits and an exhilarating work environment.

### ABOUT THE ROLE:

Our digital media Assistant Account Managers are smart, detail-oriented, reliable, and driven by results. They are responsible for assisting the Account Management team with optimizing and maintaining advertiser campaigns. Successful candidates will be: detail oriented, highly motivated and numbers driven. Applicants must have a strong work ethic, be able to think outside of the box, and have the ability to multi-task. This position is a full-time paid position with room for advancement.

### CORE RESPONSIBILITIES:

- Provide support to account management team through various tasks
- Prepare internal and external reporting for clients and team members
- Assist in implementation and execution of campaign launches
- Work on special projects as assigned by management

### REQUIREMENTS:

- Bachelor's Degree - Journalism and Business preferred
- Strong communication and writing skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Ability to work independently and collaboratively in a team environment

### BENEFITS:

- Company Health Insurance Plan
- The best training program in the industry that focuses exclusively on proven best practices
- A fun work environment that encourages and rewards growth and performance
- Opportunities for advancement

### ABOUT DIVISION-D:

Division-D is a leading online advertising network and a digital media buying agency. We connect high quality, brand-name publishers with Fortune 500 advertisers.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, cover letter and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

#### Division-D Recruitment Team

573-445-3083 [careers@divisiond.com](mailto:careers@divisiond.com)

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