



**Title:** Media Assistant

**Department:** Media

**Reports to:** Media Director

### **Job summary**

The primary role is to assist the media buyers with day-to-day tasks and help with the creation of display/video pre-roll campaigns and image/video uploads. You will work primarily with the Media team and occasionally with other agency departments.

### **Overview**

- Provide daily assistance to Media Director and Media Buyers
- Assist Media Director in compiling monthly media reports as client needs indicate
- Pre- & post-buy quality control work
- Send media buys to vendors via our electronic ordering system
- Confirm receipt and acceptance of media buys through electronic ordering system
- Generate month-end added value reports
- Generate month-end and month-to-date digital reports
- Generate co-op reports for Account Team and the Co-op Department
- Assist with Media Invoice reconciliation
- Manage daily task list
- Manage job workflow in Podio (internal agency software)
- Prepare client meeting materials for the Account Team
- Prepare month-end Media budget recaps for Account Team
- Provide back-up relief for other Media team members as needed

### **Qualifications**

- College degree in advertising, marketing, communications or related field
- 1+ years relevant work experience post-college
- Proficient in Microsoft Office programs
- Knowledge of Google Ads, Editor, Analytics and Data Studio a plus
- Ability and willingness to learn in-house software and platforms
- Organized with attention-to-detail and accuracy and ability to manage variety of tasks at once
- Strong interpersonal skills; Comfortable on the phone with vendors and professional in-person demeanor
- Superior time and project management skills
- Ability to work in a fast-paced environment under pressure and meet tight deadlines
- Willingness to go above and beyond to get the job done