



DIVISION-D JOIN OUR TEAM!

PLATFORM SPECIALIST

ABOUT THE ROLE:

The Platform Specialist is the go-to technical expert on all of Division-D's advertising platform vendors. They're responsible for efficiently troubleshooting campaign issues and providing detailed documentation on those issues for future reference. The Platform Specialist also keeps internal documentation up to date and organized with each platform's latest enhancements and any changes to internal processes. Successful candidates will be highly resourceful self-starters with exceptional communication and organizational skills.

CORE RESPONSIBILITIES:

- Effectively prioritizing team member requests for campaign support
- Troubleshooting campaign issues with the help of vendor contacts and resources
- Efficiently communicating resolutions to internal team members
- Establishing and maintaining strong rapport with platform vendors
- Updating internal documentation related to platform enhancements or process changes
- Building internal documentation related to campaign troubleshooting and resolutions

REQUIREMENTS:

- Bachelor's Degree
- Strong communication and writing skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Ability to work independently

PREFERRED REQUIREMENTS:

- 1-2 years of experience in advertising technology
- Facebook advertising experience

ABOUT DIVISION-D:

Division-D is a full-service digital media partner. We offer media buying services and campaign management to top-tier advertisers and agencies.

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

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