



# DIVISION-D JOIN OUR TEAM!

## PLATFORM SPECIALIST

Division-D is a leading digital media partner. We connect top-tier advertisers and advertising agencies with high-quality, brand-name publishers.

We are currently looking to hire a full-time Platform Specialist. We offer a strong base salary and attractive benefits in a fast-paced work environment.

### ABOUT THE ROLE:

The Platform Specialist is responsible for keeping the Division-D teams up to date on the latest advancements and best practices of the industry's leading digital advertising platforms, including Facebook Ads, Google Marketing Platform, Amazon DSP, and more. Successful candidates will be process-oriented and resourceful self-starters with exceptional written communication and organizational skills.

### CORE RESPONSIBILITIES:

- Establishing and maintaining rapport with platform vendors to stay informed of user interface enhancements and product rollouts.
- Building clear instructional guides for navigating partner platforms, including setting up campaigns and troubleshooting
- Updating internal and client-facing documentation related to digital ad platform enhancements and process changes
- Maintaining a large database of internal documentation related to digital ad campaign management and ensuring its contents are accurate and current
- Effectively communicating updates across internal teams

### BENEFITS:

- Strong base salary
- Company health insurance
- Effective, hands-on training program that focuses on preparing employees for success in the industry
- A fun work environment that encourages and rewards performance
- Advancement opportunities

### REQUIREMENTS:

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

### ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, portfolio, 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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