



DIVISION-D JOIN OUR TEAM!

ASSISTANT ACCOUNT EXECUTIVE

ABOUT DIVISION-D:

Division-D is an omnichannel digital media partner serving both agencies and brands. We provide a full-service approach for our clients executing strategic media campaigns across a variety of digital channels with highly advanced audience targeting, premium inventory partnerships, and impactful ad formats at scale.

**DRIVING DIGITAL MEDIA
FORWARD WITH
SUPERIOR SERVICE &
MEASURABLE RESULTS**

ABOUT THE ROLE

Our Assistant Account Executives are responsible for growing new business opportunities at Division-D by sourcing both agency and brand relationships. Each Assistant Account Executive will work with a senior member of our sales team to identify prospects and send them through the sales cycle to close new business. This role provides the opportunity to learn the sales process in preparation to successfully advance into the Account Executive position. Ideal candidates are quick learners who are both persistent and financially motivated.

CORE RESPONSIBILITIES

- Identify and reach out to quality prospects
- Work through the sales cycle alongside senior members of the sales team to close new business
- Assist senior team members with client proposals and current campaigns
- Stay up to date with industry trends to advise clients on new campaign ideas
- Work with Account Management, Media Buying, and Graphic Design teams to meet and exceed client performance expectations

POSITION REQUIREMENTS

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

PREFERRED REQUIREMENTS

- Working knowledge of the digital industry through past coursework, internships, or job experience
- Notable work experience in lead generation and/or sales
- Basic understanding of the sales process and selling techniques

BENEFITS

- Strong compensation plan, including salary, bonuses, and uncapped commission
- Competitive PTO policy with 22+ days per year in addition to holiday time off
- Company health insurance plan and paid parental leave
- Flexible schedule and hybrid work-from-home options
- Employer matching retirement contribution after one year of employment
- Quarterly continued education offered and strong advancement opportunities
- Active company social calendar, including catered lunches, happy hours, parties, and community involvement

CONNECT WITH THE DIVISION-D RECRUITMENT TEAM

573-445-3083 • careers@divisiond.com

We are interested in filling this position right away and will start conducting interviews immediately. Please email your resume, cover letter, and interview availability to the Division-D recruitment team to begin the process.

Columbia, MO HQ • Kansas City, MO • Chicago, IL • Raleigh, NC • Los Angeles, CA • Washington, D.C. • Austin, TX • St. Louis, MO