



# DIVISION-D JOIN OUR TEAM!

## ASSISTANT ACCOUNT MANAGER

### 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 Managers are responsible for aiding the Account Management team with growing and maintaining advertiser campaigns. Each Assistant Account Manager provides support with reporting, ad trafficking, and daily optimizations to ensure success of our client's campaigns. This role provides the opportunity to learn the account management process in order to advance into the Account Manager role. Successful candidates have a high attention to detail, ability to prioritize tasks, and strong organizational skills.

### 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 campaigns
- Work on special projects assigned by management
- Attend and participate in ongoing training sessions and discussions

### POSITION REQUIREMENTS

- Bachelor's Degree – Journalism and Business preferred
- Strong analytical, communication and writing skills
- Solid organizational and time management skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Solid understanding of basic math, including algebra
- Ability to work independently and collaboratively in a team environment

### PREFERRED REQUIREMENTS

- Background knowledge of the digital media landscape and terminology
- Familiarity with paid social media and digital platforms such as Google Ads, Meta, The Trade Desk, Yahoo DSP
- Financial, data entry, or media budgeting experience

### BENEFITS

- Strong compensation plan, including salary and weekly bonus opportunities
- 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](mailto: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