



DIVISION-D JOIN OUR TEAM!

SEARCH ENGINE MARKETING ASSISTANT

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 Search Engine Marketing Assistants are responsible for aiding the Paid Search Account Management team with growing and maintaining advertiser campaigns. Each Search Engine Marketing Assistant 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 to advance into the Search Engine Marketing Specialist role. Successful candidates have a high attention to detail, ability to prioritize tasks, and strong organizational skills.

CORE RESPONSIBILITIES

- Provide support to the Search Engine Marketing Specialist team through various tasks
- Help prepare internal and external reporting for clients and team members
- Assist in implementation and execution of campaigns
- Work on special projects assigned by management

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 understand 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 search platforms such as Google Ads and Bing
- Google Ads Certifications or willingness to become certified upon employment

BENEFITS

- Strong base salary plus consistent, 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