



Title Marketing Account Assistant

Department(s) Account Team

Reports to Chief Operating Officer/Sr Account Executive

Job summary

The primary role is to assist a designated Account Team with day-to-day tasks. You will gain experience working with automotive dealerships across the country and focus on their marketing programs. You will have the opportunity to work with many internal teams including: media, traffic, digital/broadcast/print production, and creative to ensure client expectations and deliverables are met.

Overview

- Provide daily administration and assistance to designated account team
- Manage multiple projects and responsibilities simultaneously
- Assist with preparing materials for client meetings
- Coordinate jobs for clients' monthly marketing plan under the direction of the AE
- Manage task list daily
- Assist with merging budget/calendars & post to the server
- Prepare sales charts
- Create/Update annual budget and sales chart spreadsheets
- Generate weekly reports for clients' upcoming advertising plan
- Submit advertisements to manufacturer's compliance department
- Manage advertising deliverables among other agency departments

Qualifications

- College degree in Marketing or related field
- Proficient in Microsoft Office platforms
- Strong attention to details
- Great organizational skills
- Ability to work independently and demonstrate problem solving skills
- Fast learner/ability to grasp a wide array of information
- Ability to handle stress in a face-paced environment