

Account Assistant

Merlot Marketing is a growing and dynamic agency offering opportunities to work on national client campaigns. We are an award-winning, full-service agency specializing in advertising, public relations, brand strategy, media planning and buying, and events and promotions.

As one of the few marketing agencies in Sacramento specializing in national campaigns, we are proud of our creative achievements, successful PR campaigns and client growth and successes.

Merlot Marketing is currently looking to hire an **Account Assistant**.

Candidates must have a degree (BA/BS) in advertising or communication studies. Some agency experience preferred. We are looking for a highly motivated and extremely talented individual to join our team. Our ideal candidate will be resourceful, detail-oriented and willing to pitch in whenever -- and for whatever -- necessary.

This **Account Assistant** will work directly with the agency president and account executives, with clients and as part of a team. This position offers tremendous freedom to advance. Candidates must be strategic thinkers, exceptional communicators (both written and verbal) and be confident enough to contribute in team meetings and provide thoughtful insight with regard to client strategies, and be able to work both collaboratively and autonomously. This is an extraordinary opportunity for the right applicant -- a chance to work side by side with experienced professionals in a creative setting and with clients nationwide.

Must be computer literate with knowledge of MS Word, Excel, PowerPoint, Outlook and the Internet.

Responsibilities include: Assisting executive and staff with daily account management, advertising media plans (including: Research, planning support, purchasing and coordinating print media, both magazine & newspaper plans. Responsible for material trafficking and production coordination, data entry i.e. sales orders/purchase orders, insertion order deadlines. Position includes all areas of marketing including event and project coordination, project estimates, media request fulfillment, media follow-up calls, proposals, new business research, business development support, research and much more. Applicant must be a self-starter with the ability to learn quickly.

The agency itself focuses primarily on home, building, banking and food-related products.

This is a FULL TIME **ENTRY LEVEL** position including health benefits and 401k profit sharing with lots of potential for advancement within the company. Salary starts in the high 20k to low 30k depending on experience. Qualified candidates please email a resume and cover letter to **Ms. Kym Preslar** at **accountjob2007@yahoo.com**. Equal Opportunity Employer.