

Assistant Marketing & Media Coordinator

Rapidly growing full service public relations and marketing agency seeks **Assistant Marketing & Media Coordinator** with 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 **Assistant Marketing & Media Coordinator** 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.

This is a FULL TIME ENTRY LEVEL position to start with lots of potential for advancement within the company.

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

Qualified candidates please email a cover letter including salary requirements and a short overview of your pertinent experience to Kym Preslar at kym@merlotmarketing.com.