

EXPLORE COMMUNICATIONS

Paid Media Assistant

Explore Communications is a media buying and planning agency that constantly strives to redefine our industry. We are known for being creative, innovative, and completely different. The nature of our business requires a strong work ethic and can-do attitude. The pressure can be high, but the challenge is always rewarding.

We are looking for a Paid Media Assistant that is passionate about starting their career in advertising and is driven by hard work and happy clients/coworkers. Top candidates will have the following traits and abilities:

- Interested in advertising and paid media planning and buying
- Thorough research skills
- Creative thinker
- Ability to work with multiple planner-buyers on a variety of clients with tight deadlines
- Very strong Microsoft Office skills
- Extreme attention to detail
- Comfortable working alone one day and juggling projects with six people the next
- Positive attitude, especially when under pressure
- In-charge presence while still being a team player
- Desire to help shape the company and grow with us
- Open communication style, comfortable with a totally transparent culture
- Hard worker, career oriented, in paid media for the long haul
- Excellent interpersonal and social skills
- Fast and always with quality results
- Media rock star
- Experience with media buying software is a plus (we use STRATA)

Paid Media Assistant Core Responsibilities:

- Print and Out-of-Home media invoice approval
- Broadcast invoice input
- Run monthly invoice reports and request missing invoices
- Manage tearsheet and proof-of-performance approval
- Manage signed Insertion Order's and MEA's
- Generate Broadcast insertion orders
- Compile and create Proof-of-Performance decks
- Assist in managing paid search campaigns

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- Assist in digital reporting and analysis
- Research projects as needed
- Management of internal social media
- Magazine and client filing
- General office upkeep
 - Sort the mail
 - Take out recycling
 - Order office supplies

This is a full-time position to be filled as soon as we find the right candidate. No phone calls please. Submit resume and letter of qualifications to Becky Cole at becky@explorehq.com.