



DIVISION-D JOIN OUR TEAM!

EXECUTIVE ASSISTANT

Division-D is a leading digital media buying agency. We connect top-tier advertisers and advertising agencies with high quality, brand-name publishers. If you are looking for a unique and exciting opportunity working in the digital advertising industry, a position at Division-D is right for you! We are currently looking to hire a full-time Executive Assistant in our Columbia, MO office. We offer a strong base salary, and attractive benefits in a fast-paced work environment.

ABOUT THE ROLE:

The Executive Assistant is responsible for helping support our company's Executives. The Executive Assistant will assist the founder and C-Level Executives with a variety of tasks including managing executives' calendars, coordinating and organizing meetings and providing administrative assistance. This role provides the opportunity to work directly with C-Level executives and learn about the digital advertising industry. Successful candidates are excellent communicators who are extremely organized and detail-oriented.

REQUIREMENTS:

- Bachelor's Degree – Business or Journalism majors preferred
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multitask
- Exceptional attention to detail
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)

CORE RESPONSIBILITIES:

- Assist Executives with various tasks including organizing meetings, scheduling appointments and completing projects.
- Provide administrative assistance including writing and editing emails, and preparing communications on the executive's behalf.
- Manage the executives' day-to-day calendar and coordinate travel arrangements.

BENEFITS:

- Strong base salary
- Company health insurance
- Effective, hands-on training program working directly with our top executives
- A fun work environment that encourages and rewards employee performance

ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, portfolio, cover letter and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

DIVISION-D RECRUITMENT TEAM

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