



DIVISION-D JOIN OUR TEAM!

ASSISTANT CLIENT SERVICES REPRESENTATIVE

ABOUT DIVISION-D:

Division-D is an omnichannel digital media partner serving both agencies and brands. We provide a full-service approach for our clients executing strategic media campaigns across a variety of digital channels with highly advanced audience targeting, premium inventory partnerships, and impactful ad formats at scale.

**DRIVING DIGITAL MEDIA
FORWARD WITH
SUPERIOR SERVICE &
MEASURABLE RESULTS**

ABOUT THE ROLE

Our Assistant Client Service Representatives are responsible for moving projects forward at Division-D by assisting in the client onboarding process and managing ongoing campaign details. Each Assistant Client Service Representative will work with a senior member of our client service team. Members of this team act as the day-to-day contact for accounts sourced by the sales team. This role provides the opportunity to learn the onboarding and ongoing campaign management process in preparation to successfully advance into the Client Service Representative position. Ideal candidates are quick learners, have great attention to detail, enjoy improving processes, and are passionate about building relationships with others.

CORE RESPONSIBILITIES

- Identify process improvements
- Assist senior team members with client onboarding and campaign management
- Work alongside senior team members to pinpoint ongoing campaign improvements and growth opportunities
- Stay up to date with industry trends and internal documentation resources to address client questions
- Work in collaboration with all teams to meet and exceed client expectations

POSITION REQUIREMENTS

- Bachelor's Degree – Business or Journalism preferred
- Strong written and verbal communication skills
- Exceptional organizational skills
- Ability to work independently and collaboratively
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)

PREFERRED REQUIREMENTS

- Working knowledge of the digital industry through past coursework, internships, or job experience
- Notable experience within project management or client interfacing roles

BENEFITS

- Strong compensation plan, including salary and quarterly bonus opportunities
- Competitive PTO policy with 22+ days per year in addition to holiday time off
- Company health insurance plan and paid parental leave
- Flexible schedule and hybrid work-from-home options
- Employer matching retirement contribution after one year of employment
- Quarterly continued education offered and strong advancement opportunities
- Active company social calendar, including catered lunches, happy hours, parties, and community involvement

CONNECT WITH THE DIVISION-D RECRUITMENT TEAM

573-445-3083 • careers@divisiond.com

We are interested in filling this position right away and will start conducting interviews immediately. Please email your resume, cover letter, and interview availability to the Division-D recruitment team to begin the process.

Columbia, MO HQ • Kansas City, MO • Chicago, IL • Raleigh, NC • Los Angeles, CA • Washington, D.C. • Austin, TX • St. Louis, MO