



DIVISION-D JOIN OUR TEAM!

CAMPAIGN OPERATIONS ASSISTANT

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 Campaign Operations Assistants are responsible for aiding key Account Management members of the team with growing and maintaining advertiser campaigns. Each Campaign Operations Assistant provides in-depth support with ad trafficking, campaign launches, reporting and optimizations to ensure success of our client's campaigns. This role provides the opportunity to work alongside one to two account managers and learn the ins-and-outs of the campaign management role with advancement opportunities on the assistant track. Successful candidates have a high attention to detail, ability to prioritize tasks, and strong organizational skills.

CORE RESPONSIBILITIES

- Learn the ins-and-outs of ad trafficking and campaign launches
- Work with various platforms such as Campaign Manager, DV360, social platforms and other primary DSPs.
- Assist in various client reporting tasks
- Attend and participate in ongoing training sessions
- QA all landing pages and ad specs during ad trafficking

POSITION REQUIREMENTS

- Bachelor's Degree – Journalism and Business preferred
- Strong analytical, communication and writing skills
- Solid organizational and time management skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Solid understanding of basic math, including algebra
- Ability to work independently and collaboratively in a team environment

PREFERRED REQUIREMENTS

- Background knowledge of the digital media landscape and terminology
- Familiarity with paid social media and digital platforms such as Google Ads, Meta, The Trade Desk, Yahoo DSP
- Financial, data entry, or media budgeting experience

BENEFITS

- Strong compensation plan, including salary and performance-based bonuses
- 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