

## **Traditional Media Assistant**

### **Job description**

BAM Marketing is a fast-growing St. Louis marketing agency that is looking to fill a traditional media assistant.

### **Apply if:**

- You love fast-paced environments
- You love to learn
- Have a “whatever it takes” attitude to help our clients succeed
- Are task oriented
- Enjoy data and project completion

Do you love marketing as much as we do? BAM is always growing! We welcome candidates for our future growth and want to hear from you! BAM operates on a hybrid working model. We work from home on Monday and Friday and are in the office on Tuesday, Wednesday and Thursday—balancing opportunities for in-office collaboration and connections, while still giving our team the benefits of working from home.

### **Responsibilities:**

- Media Order Input – working with members of the media team to input orders into media buying software and track through appropriate channels
- Media Task Management – Work within internal project management system to assign projects, fill in details and keep moving throughout the process
- Data Input – assisting media reporting team on information input into tracking systems for final campaign reports
- Client Invoicing – Tracking of orders placed and input into client billing systems

### **Requirements & Skills:**

- 1-3 years experience in media or at an advertising agency
- Comfortable working in an agency environment and able to go beyond the scope of work
- Must be able to work in team settings as well as independently
- Comfortable in a fast-paced environment
- Knowledge of the media landscape
- Experience with Excel and Google Sheets

Salary will be based on experience and qualifications

Benefits include PTO, holidays, retirement plan, health insurance, cell phone and computer

Job Type: Full-time BAM Marketing Agency is an equal opportunity employer.

**About BAM Marketing:**

Born from decades long media expertise and located in the historic downtown Cupples Building at 1000 Clark Avenue, BAM Marketing has grown into a full-service marketing and advertising agency. We exercise our passion for brand building and engagement through a unique approach to fostering relationships and creating meaningful, memorable work. Recognized as one of the fastest-growing small companies in St. Louis, we pride ourselves on providing large scale agency capabilities with the personal accessibility and affinity only a boutique agency can provide.