

CURRENT OPENINGS | AUSTRALIA

Job Title: **Media Account Executive**
Department: **Melbourne**
Location: **Victoria, Australia**

ABOUT ADCONION

Adconion Media Group is the largest, privately held independent global ad network and intend to position Adconion next to Google and Yahoo! The holding company is a UK company with corporate offices in the UK, Germany and the US. We have sales and media offices around the globe including Germany, France, Spain, Canada, the UK, the US, and Australia with more coming soon. The Adconion network delivers internet and mobile ads using its own technology that provides innovative products and high ROI for advertisers and competitive revenues for publishers. Most recently, Adconion raised US\$ 80 million of funding and acquired Frontline Direct, a US based email and database marketing specialist. The company entered the Australian Market in 2007, quickly becoming the leader in the Australian Online Advertising Sector.

Adconion's work environment is fast-paced and intellectually demanding. We work hard, play hard and our passion for online media, technology and building the next global industry leader is at times overwhelming. We strive to provide a corporate culture and structure that attracts and retains super stars. Find out more on our website at www.adconion.com.

THE POSITION: MEDIA ACCOUNT EXECUTIVE

Adconion is looking for a talented and motivated individual with online experience and exceptional customer service skills to join our media team. The role supports a Senior Media Buyer and works alongside a Senior Media Account Executive. Media Account Executive will join our strong media team headed by the Media Director. This is an entry level position with huge career growth potential.

REQUIRED SKILLS/EXPERIENCE

- Educated to a degree level
- 1+years experience in marketing, online or publishing environment preferred, but not essential
- Ability to learn, understand and communicate concepts related to online media
- Ability to quickly learn internal systems and processes
- Ability to maintain own work flow and meet deadlines
- Ability to prioritise and focus, with attention to detail
- Outstanding customer service skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite and Web browsers

KEY RESPONSIBILITIES

- Support Media Buying Team in Australia
- Provide campaign reporting to Publisher Partners
- Co-ordinate with Media Buyers and Media Director to provide up to the minute reporting
- Assist in the creation of advertising tags and first line technical support to clients
- Assist in the creation of proposals and presentations



- Reconcile inventory levels and publisher billing requests
- Work collaboratively with other members of the Media, Sales and Delivery teams to ensure timely and accurate campaign launches and delivery
- Support the continued growth of the Adconion Global Media Network.
- Provide superior customer service

WHAT YOU SHOULD BRING AS WELL

The successful candidates will thrive in a competitive and fast-moving business environment while adhering to high ethical standards; will exhibit confidence, empathy and intelligence in discussions with business owners and marketing executives; will devote significant off-the-job time to improving their understanding of the online advertising world; will interact in a co-operative and friendly manner with co-workers; and will perform at a consistent and high level with minimal need for supervision or management. You must have a degree and relevant work experience added by experience in MS Word, PowerPoint and Excel.

If you think you qualify for the above position, please send your resume along with a cover letter and salary requirements to jobs-au@adconion.com. **Please indicate 'Media Account Executive' in the subject line.**

