

## CURRENT OPENINGS | USA

---

Job Title: **Account Manager/Account Executive (inside sales support)**  
Department: **Sales**  
Location: **Santa Monica, CA, USA**

## 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.

Do you love online advertising, interacting with people and hyper-growth entrepreneurial environments? Are you interested in solving complex problems while learning more about the exciting online media industry and the business world at one of the most progressive online advertising companies? Adconion is looking for a talented and motivated individual with online advertising experience and strong analytical skills to join our team.

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](http://www.adconion.com).

## THE POSITION: ACCOUNT MANAGER/ACCOUNT EXECUTIVE

---

The Account Manager/Account Executive will report to the assigned Sales Manager. He/She supports the Sales Manager in building long-term reliable relationships with agencies and direct clients by delivering superior client service and results. The Account Executive is taking over tactical sales and client management responsibilities from the Sales Manager, giving them more time for client meetings and strategic activities. The goal in the AM/AE position is to learn client service support, online media and strong analytical skills all of which are necessary for a successful career at Adconion.

## REQUIRED SKILLS/EXPERIENCE

---

- Bright, charismatic, inspirational with the ability to win credibility internally and externally with clients.
- Strict attention to detail and ability to prioritize and to focus on multiple tasks in a high pressure environment.
- Proficient in Microsoft office suite & web browsers.
- Must be able to work in a strong team environment.
- Good presentation, communication and interpersonal skills with the ability to articulate and deliver messages effectively.
- Proficient in English verbal and written communication skills; additional knowledge of other languages is a plus.
- Online advertising experience and/or a sales history is a plus, but not essential.
- Accredited Bachelor of Arts University degree required.



## KEY RESPONSIBILITIES

---

- Provide proactive day-to-day communication and superior client service to Adconion's existing clientele; be responsible for campaign implementation, management and provide custom reporting solutions.
- Respond to campaign briefs and RFPs sent by clients and prepare campaign offers for final approval by Sales Manager.
- Accurately enter news leads, contacts and campaign information into the AMG systems.
- Provide accurate and complete trafficking instructions to the Campaign Manager to ensure 100% on-time campaign implementation and delivery.
- Monitor campaign discrepancies and trouble shoot issues with AMG campaign management and clients.
- Coordinate and attend with Sales Managers and other Account Managers client entertainment events and parties.
- Manage the monthly invoicing process in coordination with the billing department.

## 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 interact in a co-operative and friendly manner with co-workers and will perform consistently at a high level with minimal need for supervision or management. College degree is required.

If you think you qualify for the above position, please send your resume along with a cover letter and salary requirements to [jobs-us@adconion.com](mailto:jobs-us@adconion.com). **Please indicate 'Account Executive Santa Monica' in the subject line.**

