

MEDIA BRIDGE

ASSISTANT MEDIA BUYER

JOB DESCRIPTION

Media Bridge Advertising is looking for an Assistant Media Buyer to join our Media Team. Benefits include not only health insurance and 401(k), but also quarterly profit-sharing and a travel program that lets YOU select your business destination. Plus, instead of sitting in a Dilbertian cubicle, you get to work in our cool North Loop office in Minneapolis and enjoy all the free espresso and LaCroix you want—or grab a workout in our in-house gym.

What we're looking for is an experienced Assistant Media Buyer. Daily obligations will include working with Media Team to traffic commercials, reconcile invoices, and ensure media buys are running correctly. Because this position will be so important to the accuracy of our clients campaigns and the transparency we promise partners, we're seeking a dedicated person who can help with these important responsibilities, as well as evaluate new ideas and strategies.

“Culture Fit” We're Looking for at Media Bridge

We have a fun and vibrant culture that allows you to be you. We believe in equality, diversity and generally being good people who “do the right thing.” We're a no-excuses, results-driven group who also likes to have fun. In this professional-yet-relaxed environment, we want employees who enjoy what they do and where they work, and who constantly strive to help us grow by helping our clients grow.

SKILLS & REQUIREMENTS WE'RE LOOKING FOR IN AN ASSISTANT MEDIA BUYER

- Experience with station posting, invoice reconciliation, mismatch report analysis, and willingness and ability to negotiate make-goods and credits.
- The ability to facilitate commercial distribution and traffic instructions to multiple stations.
- Strong computer and typing skills.
- Independence and the ability to meet (and even thrive on) aggressive deadlines.
- “Attention Surplus”: You're good with numbers and dive into even the tiniest of details.

PREFERRED SKILL and KNOWLEDGE

- Knowledge Strata and Nielsen is strongly preferred.
- Familiarity with invoicing systems such as RadioInvoices, Emarketron, and EmediaTrade.
- Experience with Microsoft Excel and Google Sheets

Media Bridge has been named to the Inc. 5000 list of fastest-growing privately held companies in America three years in a row by embracing our philosophy of Media the Way It Should Be™. That means aggressively negotiating top-notch media value for our clients through a process of unprecedented accountability, transparency and integrity. A surge in new business has opened up this new opportunity, and we're looking for the right fit in several ways.

Founded in 2010, Minneapolis-based Media Bridge Advertising has a diverse client roster that includes Inspire Medical Systems Inc., It's Just Lunch, Renters Warehouse, Kris Lindahl Real Estate, Louisiana-Pacific Corporation, Gutter Helmet, CRAVE Restaurants, 612-Brew, CPR Cell Phone Repair, Secondhand Hounds and numerous others. We're a tight team of smart, competitive, hard-working, fun and entrepreneurial marketing pros who specialize in getting clients more bang for their media buck. Most of all, we wake up every morning knowing that if our clients don't grow, we don't grow.

How to apply: Email your resume to jessica@mediabridgeadvertising.com

