Based within a team atmosphere at Giovatto Advertising, the Jr. Media Coordinator will support the Account Executives in all areas during the planning and execution of the media campaign. The ideal candidate will have a good understanding of all media channels such as TV, OOH, Radio and Online. Giovatto Advertising is a fast-paced and demanding environment and, as such, strong project management and organizational skills are essential.

**JOB DESCRIPTION:**

- Develop a working knowledge of objectives and goals, guidelines and strategies and an understanding of how that is translated into media campaigns

- Maintain media budgets and overall budget summaries for assigned accounts

- Work with Billing Dept. to confirm receipt of invoices and that invoices are correctly reconciled

- Create and maintain records of plans, insertion orders, schedules, contracts, etc.

- Assist in the evaluation of media opportunities

- Stay informed with respect to industry and direct competitor activities

- Demonstrate multi-tasking ability, keep multiple projects on-track, structuring and executing work

- Demonstrates active listening skills and ability to apply knowledge over time

- Takes clear ownership of assigned tasks

**SKILLS:**

- Ability to prioritize and juggle multiple projects in a dynamic, highly charged environment

- Must be very organized and pay special attention to detail

- Flexibility and creative approach to problem solving - finding the yes rather than saying no
• Strong interpersonal skills with ability to work independently and collaboratively

• Demonstrated ability to set goals, meet deadlines and successfully manage multiple assignments

• Effective communication and presentation skills

• Self-motivated and resourceful

PROGRAMS:

• Microsoft Office with strong Excel and PowerPoint Skills

• Adobe Acrobat

• Adobe InDesign

• Adobe Photoshop

Experience: Preferred but willing to train the right candidate.

Compensation: Starting at $40,000 for the right, hardworking candidate exceeding certain quality traits including proactive personality, superior organizational skills and positive attitude.

Benefits: Full medical/dental/401k/paid vacation/parking

Job Type: Full-time

Please email your resume to Carolyn Russo – crusso@giovatto.com