



Media Plus, a Seattle based media strategy, planning, and buying agency, is looking for a Media Coordinator to join our team! We are one of the top media agencies in town and believe that media strategy needs to be just as creative as the message we're promoting. We're savvy marketers, go-getters, self-starters, shrewd negotiators, fun-loving, passionate media connoisseurs. We pride ourselves on delivering innovative, out-of-the box solutions that drive results for clients. And, we like to have a bit of fun while doing so.

If this sounds like a team that you'd like to be a part of, we'd like to hear from you!

### **Media Coordinator**

You'll be an integral part of the account team for a number of clients providing support laterally across the agency. We need you to prioritize and juggle multiple projects at a time, pay high attention to detail, and be proactive with taking on new tasks and challenges. You will have the ability to not only collaborate well with team members, but to also work independently to accomplish the task at hand.

The primary role of the Media Coordinator is to support the strategy and buying teams with planning, execution, and financial aspects of all media programs.

### **Responsibilities:**

- Assist in cost gathering and media opportunity evaluation to prepare and maintain channel-neutral media plans
- Prepare, update, and track all insertion orders and media buys
- Manage added value/promotional negotiation and execution with media vendors
- Request and traffic creative assets across all media types, including tracking of material specs and deadlines
- Facilitate timely and accurate campaign launches, including troubleshooting and resolving any issues with internal and external teams
- Manage day-to-day plan changes and maintenance of media plans including TV posts, updating make-goods in Strata, and cross-checking all supporting documents (Client Estimates/IOs)
- Track campaign delivery across all media types and work with buying team to negotiate make-goods when necessary
- Manage budget tracking documents, ensuring accuracy and possessing a full understanding of client billing; tracking budgets by campaign, month, and year; reconciling vendor payout, and resolving any discrepancies
- Prepare campaign recaps and analysis to present to clients

### **Qualifications:**

- College degree is required
- BA/BS in marketing, advertising, communications, public relations, or related field is preferred
- Proficient in Microsoft Windows applications; advanced skills in Excel and PowerPoint
- Possess excellent organizational, customer service, and communication skills
- Excellent quantitative, analytical, and mathematical skills
- Work experience or internship in advertising/marketing is ideal
- Working knowledge of media programs and ad serving technologies (DFA/DoubleClick, STRATA, Advantage) is ideal

To be considered for this position, please email resume and cover letter to Katrina Stroh, [katrina@mediaplussea.com](mailto:katrina@mediaplussea.com) and Lauren Ramaska, [lauren@mediaplussea.com](mailto:lauren@mediaplussea.com)