

POSITION TITLE: ASSOCIATE ACCOUNT MANAGER

LOCATION: BALTIMORE, MD OR NEW YORK, NY

About the Opportunity

The Account Management team is responsible for working with clients, both internally and externally, to coordinate and deliver compelling interactive media campaigns via a SaaS platform that achieves client objectives and leverages Videology's expertise in interactive online advertising. In addition, the Account Management team supports clients and Videology Sales to maximize client retention, while ensuring internal processes and requirements are met.

Job Responsibilities

The Associate Account Manager is responsible for coordination and execution of client campaigns running in the Platform, while assisting Videology's Commercial team in ensuring overall business portfolio health. The Associate works across multiple departments to ensure that client needs are met through operational and technological advancements.

- Work across all Videology departments to ensure client needs are met
- Coordinate the approval and management of all third-party studies internally and with study vendors (Nielsen, Comscore, etc)
- Complete IO (Insertion Order) processing and obtain signatures for both new and revised IOs, while maintaining those IOs in platform and billing system
- QA and route creative assets and third-party tags from client to Traffic for campaign launches and/or creative or tagging updates
- Generate monthly, third-party reports for billing; assist with invoice troubleshooting, collection efforts and data pulls for auditors
- Responsible for all campaign reporting (Top-Lines, MIDs, EOCs, Custom Reports)
- Participate in client internal war rooms as needed
- Participate in EOM financial duties (Billing Discrepancies, ACC, etc.)
- Assist with PO (Purchase Order) management for campaign add-ons (create PO, route AP emails for review/approval)
- Provide UAT and Feedback Support on Videology Products
- Coordinate screenshots for running campaigns

Minimum Qualifications

- Superior verbal and written communication abilities
- High attention to detail
- Strong time management and organizational skills
- Ability to prioritize requests to the benefit Videology and our clients
- Ability to work autonomously, as well as being a good team player
- Ability to develop strong and productive working relationships with both internal and external clients
- Fast learner, eager to deepen knowledge and understanding of Videology's business operations
- Outstanding business sense, problem solving, project management and analytical skills
- Good knowledge of MS Office packages, particularly Excel

Preferred Qualifications

- Degree in General Business, Marketing, Communications or a related field or demonstrated strength in such disciplines

Resume Submission

Please submit your resume to careers@videologygroup.com and denote the position title and location of the job you are applying for in the email subject line.