



## **Assistant Media Planner Buyer** *Anchorage/Denver/Seattle*

The Strive Group, *on behalf of its client*, is recruiting for an experienced Media planner buyer. **A Bachelor's degree is preferred and at least two years' experience, or a combination of the two will be considered for this position.**

The Assistant Media Planner Buyer will be responsible for a variety of duties; the list below highlights what the client considers most valuable to the organization:

- Prepare monthly media billing. This includes producing budget summaries across planned and bought media, revising media buys and managing "makegoods" to reconcile with media billing and answering client's questions about purchases.
- Execute media buys on time and within budget. This includes negotiating and placing orders for in-bound vendor requests and assisting in proposal analysis, generating non-broadcast insertion orders, organizing and maintaining media resources.
- Generate competitive spending reports, recommend and produce point-of-views on media opportunities.
- Manage ratings data, assist with media planning and support media research.

While this is an entry level position, the incumbent will be working remotely from the supervisor. That being said, the incumbent must be able to prioritize deadlines, assertively communicate, be able to "think on his/her feet," and pro-actively ask questions and be resourceful when finding answers.

Based on these responsibilities, qualified candidates will need to be extremely well organized, detail oriented, enjoy working with numbers, possess advanced MS skills and be able work under pressure to manage deadlines. All candidates should be prepared to support their claims regarding proficiency and expertise accordingly.

Interested applicants should send cover letter and resume to [recruiter@thestrivegroup.com](mailto:recruiter@thestrivegroup.com).

*The Strive Group is a full services consulting firm located in Anchorage, Alaska.*

*We offer a broad range of services to clients in a variety of business sectors and from time to time, perform recruitment/executive search activities for them. As such, we source, recruit, screen, interview and provide reference checks accordingly.*