



Available Position: Advertising Media Buyer – Columbus, OH

Are you an organized individual with a knack for multitasking? Want to get your foot in the door for a career in advertising or marketing? Matrix Media Services is looking for a hardworking, detail oriented addition to our media team.

Matrix Media Services is an advertising planning and placement agency based out of Columbus, OH. In the business for nearly 25 years, we serve client needs across the United States (as well as a few other countries). We're a team-focused company with a great support staff.

Responsibilities include working closely with Account Executives to ensure all client campaigns run smoothly, with duties such as:

- Vendor relations
- Research
- Creation of proposals
- Campaign implementation and monitoring
- Media contract negotiations
- Contract and billing terms
- Individual and team projects

Position requirements include:

- College degree
- Time management
- Organization
- Proficient verbal and written communication
- Research skills
- Familiarity with Microsoft Office

Marketing experience is a plus but not required. Training will be provided upon hire. This is a great position for recent college graduates looking to gain experience in advertising.

Start Date: Immediately

This is a full-time, salary position with exceptional medical, dental, vision and 401k incentives.

To apply, please send your resume and cover letter through one of the following:

Email: info@matrixmediaservices.com **(Recommended)**

Fax: (614) 228-8404

Mail: 463 E. Town St., Columbus, OH 43212

ATTN: Emily Spies, *Director of Media Buying*

To learn more about our company and what we do, please visit us at matrixmediaservices.com.