



## Account Manager

Remezcla is a rapidly-growing digital media company covering lifestyle and culture for Latino millennials. What began as a small blog in 2006 is now a thriving entertainment brand with millions of readers, and we are now seeking an **Account Manager** to form part of our full-time team.

The **Account Manager** will manage digital advertising campaigns and relationships with top tier accounts. This position partners closely with Sales, Planning, Marketing, Advertising Production and various technical teams. The Account Manager understands customer advertising priorities and strategies to provide superior client service pre and post sale. This position will also escalate and troubleshoot issues, demonstrate knowledge and understanding of systems, tools, applications and process. The Account Manager will be expected to manage invoice reconciliation and meet monthly collections goals. Candidates must be well organized, detail-oriented and possess excellent oral and written communication skills.

## RESPONSIBILITIES

- Responsible for the coordination of media running on the Remezcla digital, video and mobile platforms
- Project manages media and advertising revenue with various groups within the organization, which includes monitoring the bill type and billing workflows
- Responsible for processing advertising contracts and coordinating deal points
- Accountable for coordinating, testing, uploading and troubleshooting creative assets and third party tags
- Facilitates screenshot requests and resolves reporting discrepancies
- Responsible for staying up to date on all campaign and Sales related updates such as: Media Kit, Marketing and Sales Packages and Product or Site Enhancements
- Consistently monitors and reviews all live digital media campaigns to ensure site integrity and sponsor campaign functionality
- Works with Credit and Collections and Agencies to resolve billing discrepancies and ensure timely payment of invoices.
- Processes and submits invoice adjustments to Accounting and ensure campaigns are invoiced in a timely and accurate manner
- Required to achieve monthly collections goals
- Responsible for managing customer forms
- Ensures that best practices are followed and that all campaign related issues are resolved efficiently

## REQUIREMENTS

- Bachelor's degree preferred but not required
- 1+ years of account management
- Functional understanding of HTML, Flash, databases and other web technologies desirable
- Applicant should be proficient in working in all advertising related ad serving and ad management tools, including but not limited to: Double Click, FreeWheel, Adjuster and Adometry
- Experience managing the development of custom advertising products preferred
- Self-motivated, able to look at data and provide insight related to revenue recognition
- Effective problem resolution skills with proven ability to remove roadblocks
- Ability to cultivate sales and client relationships
- Candidate must be highly motivated, organized and have the ability to multitask in a fast-paced environment with a high level of accuracy
- Proficient with Word, Excel, Keynote / PowerPoint



- Candidates must have strong analytical, oral and written skills, and exceptional time-management skills
- Possess an entrepreneurial spirit and can operate well in a startup environment
- Detail-oriented, proactive and extremely organized
- Passion for U.S. Hispanic culture and for developing ideas which help shape and innovate culture
- Familiar with REMEZCLA's brand, content and audience. In touch with culture, trends in marketing, media and brand landscapes
- Fluent in English and Spanish proficiency is required
- Must have a positive can-do attitude and be driven to optimize results for clients
- Must be able to work from offices in Williamsburg, Brooklyn

## CONTACT

Email resume and samples of work to [jobs@remezcla.com](mailto:jobs@remezcla.com) (write "**Account Manager**" in subject line) and tell us briefly in your cover letter about yourself and why you would be the best candidate for the position.

## ABOUT REMEZCLA

Remezcla is the only Hispanic media company in the U.S. that has cultivated an organic, grassroots appeal with Hispanic millennials. Our unique publisher, entertainment, and agency platform provides digital and on-the-ground solutions for both audiences and advertisers. For more information visit [www.remezcla.com](http://www.remezcla.com)

**\*Remezcla is an equal opportunity employer, offering a great work environment, challenging career opportunities, professional training and competitive compensation.**