



Digital Ad Coordinator

Location

Las Vegas, NV.

Compensation

\$25-28k annually + benefits. Full-time position; compensation based on qualifications

Job Summary

Madrivo is an integrated online media firm that is growing rapidly in the affiliate marketing and lead generation space. Madrivo offers an unparalleled value proposition to advertisers due to the infrastructure, technology, and sheer volume of media and optimization algorithms. This unique combination of attributes has led to explosive growth this year and Madrivo is looking to expand our Operations Department with a Digital Ad Coordinator. The Digital Ad Coordinators' role is to support the efforts of our sales executives through collaboration with our clients as well as Madrivo's accounting and tech teams. The ideal candidate is a highly-motivated professional who is comfortable with interpersonal communication and enjoys the challenge of a fast-paced work environment. Madrivo is committed to promoting from within whenever possible, and, for the right candidate, this position presents great opportunity for growth into a long-term career.

Key Qualifications

- Detail-oriented; able to handle multiple projects at once without reoccurring mistakes
- Proactive in completing job duties accurately and on time
- Observant and assertive; comfortable suggesting alternate processes to expedite task execution
- Strong problem solving skills; takes a proactive approach when faced with new or challenging situations
- Honest, accountable, and reliable; trustworthy and punctual
- Strong communication skills; ability to maintain a friendly disposition at all times, especially when dealing directly with our clients
- Positive and humble attitude; desire to learn and grow, both professionally and personally
- Tech-savvy with a strong knowledge of the following software/programs:
 - Microsoft Office suite
 - Google (Gmail, Drive, etc.)
 - Adobe Systems (Acrobat Pro, Photoshop, Illustrator)

This is a full-time position. A bachelor's degree in Business Admin, Marketing, or Communications is preferred but not required. Applicants must have reliable transportation, good personal hygiene, and a professional appearance to be considered. To apply please send a cover letter and your resume to office@madrivo.com.