



121 W. 4th Street | Long Beach CA 90802

562-499-2305 office | 562-499-2306 fax

www.etaadvertising.com

Hiring - Junior Account Executive

Salary - \$12-15 p/h

Description

The position involves the following:

- *Developing and maintaining client relationships through excellent customer service.* You will be meeting and greeting clients daily and will be expected to represent ETA in a suitable fashion. You will also often be the first point of contact for potential clients and, therefore, must always have a positive and helpful attitude.
- *Updating our social networking sites.* You will be responsible for making sure that our pages are regularly updated with current news and events. We currently have pages with Facebook, Twitter, MySpace, LinkedIn and Flickr.
- *Blogging on various websites.* You will be responsible for blogging on the ETA website at least twice a week with information that is relevant to the marketing, advertising or public relations field. You will also occasionally blog on clients' websites with information that is targeted to their customers.
- *Researching advertising opportunities for clients.* You must be able to research various media plans in areas such as print, television and radio, and be able to find the required information (e.g. pricing and availability) for each option.
- *Helping account managers when necessary and other light clerical duties.*

Skills Required

- Good work ethic
- Proficient in Microsoft programs
- Excellent writing skills
- Knowledge of social media
- Good customer service skills
- Motivated team player

For more information please contact ETA or submit your resume to: hr@etaadvertising.com.