

Marketing-Account Executive Assistant - Direct Mail

Lake Group Media, Inc. is seeking a highly motivated account executive assistant for our Direct Mail List Brokerage Division. Experience working in the direct mail/marketing industry with an understanding of key direct marketing principles would be a plus.

The position requirements are as follows. To assist with the development of Direct Marketing campaigns including list recommendations for direct mail plans, space advertising, inserts, etc. Provide strong analytical and quantitative skills with an ability to assimilate and compile data into meaningful reports. Possess excellent communication and project management skills with an ability to work well with others as well as independently. Able to work within a corporate fast-paced team environment while meeting direct marketing plan deadlines. To manage multiple tasks simultaneously while being well organized, detail oriented and accurate. Must be proficient in MS Word, Excel and MS Outlook. Education requirement is a BA/BS in Marketing, Business or related degree preferred.

Benefits offered are medical, dental, disability and life insurance coverage along with participation in the company 401(k) plan and credit union. If you are an interested candidate please e-mail your resume to jobs@lakegroupmedia.com or fax to (914) 925-2415.