



Account Manager - Interactive Sales - Entry Level

Huge growth potential!

Vayan Marketing Group LLC is an interactive marketing and data solutions company located in Boca Raton, Florida. Vayan has exciting technology and is on the cutting edge of interactive and direct marketing. We have had strong and steady growth throughout our history and are looking for a new addition to our Interactive Sales Team. This position will provide account management support to our Interactive Marketing Sales Team in our Boca Raton office and is ideal for a recent college graduate looking to gain experience in the interactive marketing industry.

Job Duties Include:

- Entering and reviewing orders, coordinating invoices, contracts, insertion orders and all documents necessary for clients
- Running sales reports
- Setting up creative materials for new email campaigns
- Daily interaction with clients via phone, email and instant messenger

What we offer you:

- Friendly team-oriented work environment
- Fun business casual atmosphere (iPods and jeans are allowed)
- Growing entrepreneurial company with opportunities for advancement
- Excellent benefits including health insurance, 401(k), short-term and long term disability and life insurance
- Company sponsored social events
- Flexible work schedule
- On the job training

What we are looking for:

- Bachelor's degree in Marketing, Advertising or E-Commerce
- Excellent communication skills
- Solid analytical and mathematical skills
- Ability to plan, organize, manage time, and prioritize tasks
- Energetic self-starter with an exceptional work ethic
- Familiarity with interactive and direct marketing a plus
- Basic knowledge of HTML preferred, but not required

If you are detailed-oriented, have excellent interpersonal and client communication skills, and are interested in joining a lively team of entrepreneurial self-starters, please email us your resume & salary requirements to recruiting@vayan.com.

Visit our website for more information at: www.vayan.com. Local candidates only please!