

**Job description**

Spurrier group is growing, and we are seeking a Media Coordinator to work across departments in a support role as well as having dedicated responsibilities. This is a new position that will provide a strong base of media experience from the ground up. Founded in 1996, Spurrier Group is a boutique agency that employs senior-level people with decades of experience in consumer research, marketing strategy, advertising, branding, and media planning/buying. Our staff hails from some of the top agencies in the country. Best of all, many of them have been with us for over a decade. We work with regional, national, and international agencies and clients. We provide excellent benefits and work environment and are looking for an experienced media buyer to support our brand of Performance Media across all channels. This is an in-office position in Richmond, Virginia. Spurrier Group has remained open throughout the pandemic, and we have maintained a safe and healthy environment.

**Responsibilities:**

- Assisting with avails, traffic, make goods, reconciliation and posting
- Participating in producing client facing documents, presentations, and reports
- Involvement with New Business & RFP organization and presentation decks

**Qualifications:**

- Eagerness to learn
- Strong in math and spatial reasoning
- Good at multi-tasking
- Must be self-motivated, efficient and pay strict attention to process, deadlines, and goals
- Must be solutions oriented and work with team to determine how to best meet client's needs
- Must be able to work with others in a collaborative fashion – must understand how this role fits in and affects all other roles
- Familiar with Freewheel/Strata is a plus but is not required

Send qualified resumes to [info@spurriergroup.com](mailto:info@spurriergroup.com)