



## Agency Client Services Representative in New York, NY

DOmedia is an advertising technology company with a mission to simplify media planning, buying and selling. We are growing and seeking candidates for a full-time Agency Client Services Representative position in New York, NY.

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### Position & Responsibilities

This position is fulfilled within our clients' offices in New York, NY. You will be the front line of relationship management. Constant support and evaluation of clients' processes and needs are crucial to the success in this role. DOmedia needs people who are fast learners, solution oriented problem solvers and have the ability to thrive in an environment of constant change. Responsibilities include, but are not limited to:

- Developing and maintaining day to day relationships with large groups of DOmedia agency users
  - Training users extensively and providing technical support on new and existing products
  - Soliciting feedback on existing and prospective DOmedia applications
  - Providing strategic recommendations based on client needs and market assessments
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### Requirements

- 2-4 years experience in client services or relationship management
  - Experience in the media industry or technology development
  - Experience in training on a specific skill or product
  - Ability to self direct in a fast moving environment
  - Team player with excellent interpersonal and formal communication skills
  - Four year degree
  - Proficiency in all Microsoft Office applications
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### Additional Information

**Posted** - October 18th, 2013

**Start Date** - November 15th, 2013

**Type** - Full-time

**Salary Range** - Based on experience

**Department** - Client Services

Agency Client Services Representative is a full-time position, exempt employee with benefits, salary commensurate with prior experience. Candidate must be willing to work in New York City. Relocation is not available for this position.

