



COOKIT MEDIA

Junior Account Manager

Cookit Media is a food-focused digital marketing agency, providing brand consulting and full-service management for influencers, and marketing strategy and content creation for brands.

Rooted in real know-how and focused on the future, we are a one-of-a-kind solution to the challenge of creating a strong brand, finding it the right partners and crafting the content that fuels its growth.

Job Summary

The Junior Account Manager will play an important role in the success of our influencer agency, CookIt Brand Management. They will assist the Senior Account Manager in handling communication with influencers and brands, helping to conceptualize, track and organize partnership opportunities.

Responsibilities

- Work with Senior Account Manager to ensure all accounts, negotiations and records are organized and current, creating new systems as necessary
- Oversee the process of gathering metrics from each campaign, and reporting to brands
- Draft, review, and/or edit contracts as necessary; file contracts; draft partnership details and file
- Remit invoices based on payment terms
- Ensure monthly goals are entered and up to date daily
- Work with Senior Account Manager to create and distribute weekly performance reports
- Work with Senior Account Manager to update media kits and rate cards

Qualifications

- Experience in account management and/or public relations
- Bachelor's Degree (preferably in Public Relations, Marketing, Communications or New Media)
- Excellent web writing skills and a strong understanding of web design

- Must be organized, efficient, detail-oriented and proficient in managing multiple projects simultaneously
- Experience in using tools/apps such as Dealflow, G Suite (Google Docs, Slides and Sheets), Slack, Dropbox
- Interest in food and cooking a must!

Job Type: part-time (15+ hours)

Location: remote