

## OFFICE ASSISTANT

ZLR Ignition is a dynamic branding agency looking for an office assistant to join our team. This role will assist the media team and chief financial officer (CFO) with various tasks and be vital to the agency's culture. The successful candidate will gain an understanding of the media landscape and learn media buying basics.

## RESPONSIBILITIES

### Media

- Oversee the approval of media invoices, reconcile billing discrepancies and maintain up-to-date billing documentation.
- Aid in reporting metrics on all media for all clients in the Ignition Report.
- Support media team as needed.

### General Office

- Answer all incoming calls promptly and courteously and route appropriately.
- Manage and order the inventory for ZLR Ignition office, which includes office supplies and beverages.
- Organize the office mail room, assist in routing mail to employees and manage outgoing mail.
- Maintain the kitchen and kitchen supplies.
- Help ZLR Ignition's Culture Club with events as needed.
- Assist the CFO as needed.

## QUALIFICATIONS

- Proficient in Microsoft Office Products (Word, Excel and PowerPoint)
- Detail-oriented, strong organizational and analytical skills
- Be in the office five days a week (M-F)

## BENEFITS

This full-time position offers a full complement of benefits, including health insurance, 401(k) and paid vacation and sick leave.

## TO APPLY

Send a resume to Jess Kennedy at [jkennedy@zlrignition.com](mailto:jkennedy@zlrignition.com).