

CMI Job Posting
Assistant Media Planner
January 2011

Communications Media, Inc. (CMI) specializes in multi-channel media planning for the advertising of pharmaceutical products.

The Assistant Media Planner is responsible for supporting the media planning team by checking insertion orders, inputting data into our proprietary media scheduling system and competitive template, identifying appropriate vendors for media schedules, and managing media buys. The position requires a high level of detail orientation, organization, excellent communication skills, strong analytical/math skills and the ability to handle multiple tasks. This is an entry level position with advancement opportunities.

BA/BS required. Media experience preferred.

Must know full suite of Microsoft Office and be proficient with Excel.

Positions are available in both our Center City Philadelphia and King of Prussia offices.

Salary commensurate with experience. We offer an excellent benefits package including medical, dental, STD, LTD, Life insurances and 401k.

CMI is an Equal Opportunity Employer, M/F/D/V.

Apply here: <http://www.cmirecruiter.com/compas-job.php?jobid=10>