



Position Opening: *Marketing Assistant – Full Time*

Bulldog Media Group, Inc. is a privately-owned company with corporate offices in Madison, SD. The RewardsRunner Network™ division is currently accepting applications for the above-mentioned position.

While the responsibilities of this role are further defined in the scope and dimensions, the incumbent must primarily exhibit the ability to quickly learn, the personality to effectively communicate and build relationships, have strong attention to detail and organization, and be an avid user of the Internet.

Scope / Dimensions of Role:

The Marketing Assistant will play a key role in the correspondence with and organization of merchants in The RewardsRunner Network™ and is expected to acquire and manage relationship initiatives.

- Identify, contact, and manage merchant relationships
 1. Gather necessary merchant data and enter fields into system
 2. Correspond with and manage merchant relationships
 3. Assure documentation is completed and organized
 4. Create and execute a target list of additional merchants
 5. Discuss opportunities for advancement of the relationship, as well as strategies and promotions
- Enter and Update programs
 1. Initiate and complete new offer setup
 2. Update existing offers as needed
 3. Correspond with Division Development Director and team regarding new and updated offers
 4. Review program information, documentation, and marketing materials for accuracy
- Support the Division Development Director to develop, recommend and lead the execution of marketing plans for new merchant relationship opportunities.
- Contribute to the development of category strategies.
- Identify needs / opportunities for additional offers, promotions, and strategies

Skills:

- Requires exceptional written, presentation and one-on-one communication skills
- Understanding of advertising and online shopping
- Attention to detail and accuracy in compiling and presenting data
- Ability to meet multiple deadlines and manage time effectively
- IT Skills: Microsoft Word, Excel, Outlook, Internet

Personal Attributes:

- Strong work ethic and creativity
- Strong sense of urgency and achievement
- Strives for perfection
- Resilient and able to respond under pressure
- Ability to influence
- Adjust and function well in a team environment and in working with multiple departments
- Exercise initiative – anticipate things to be done without waiting for instruction

Qualifications:

- Strong written, verbal, and relationship building communication skills
- Ability to structure own work and operate independently
- Ability to multi-task, prioritize, and maintain confidentiality
- Solid organization and attention to details
- Ability to travel as needed to conferences or meet with merchants or clients

Send cover letter & resume to:

Office@BulldogMedia.com – or –

Bulldog Media Group, Inc., PO Box 463, Madison, SD 57042