



Group Assistant, Horticulture Group – Willoughby, Ohio

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects, Meister Media Worldwide is a leading Communication and Information Center for Worldwide, Specialized Agriculture. An exciting opportunity exists in Meister's Horticulture Group for a team oriented administrative assistant.

RESPONSIBILITIES: Reporting to the Group Publisher, position will provide administrative support to the Horticulture Group, including but not limited to:

- Maintaining and submitting Horticulture Group quarterly summaries of a competitive advertising spreadsheet report.
- Tracking Mexican and Central American sales, payments, and delinquent accounts, and helping to maintain a current accounts database.
- Booking travel and distributing itineraries.
- Pulling reports and manipulating data into spreadsheets from client and sales databases.
- Collecting and organizing material for quarterly business plan meetings.
- Collecting monthly e-metrics data and entering into corresponding client spreadsheets.
- Scheduling meetings for the group. Taking meeting minutes and distributing to the group.
- Engaging in frequent written correspondence with Mexican, Central American and U.S. representatives, clients and customers in Spanish and in English, with professionalism and complete accuracy.
- Working with sales and other departments to create and update media kits and promotional materials.
- Maintaining accurate shipping information for and arranging international shipping to clients, sales representatives and audience members.
- Entering advertising orders as needed.
- Maintaining renewal of subscriptions current.
- Setting up and maintaining organized, complete and accurate files, both print and electronic.
- Answering phones and screening calls with good phone etiquette.
- Tracking editorial/sales travel and time out of the office.
- Anticipating needs of Horticulture Group's business; taking ownership of goals; working creatively to improve efficiency of group.
- Coordinating monthly payment for mailing our magazines through the Mexican postal system.
- Other duties as assigned.

QUALIFICATIONS:

- Excellent organizational, project management and administrative skills.
- Ability to read, write and speak Spanish and English.
- Good customer service skills, particularly by email and on phone with clients.
- Accurate and attentive to detail.
- Must be professional, mature, and team oriented.
- Flexible, enthusiastic, highly motivated worker.
- PC proficiency - Microsoft Word, Excel, Outlook and PowerPoint preferred.
- Must adhere to the principles outlined in Meister Media Worldwide's Blueprint of Success.
- Ability to juggle multiple tasks frequently, effectively, & professionally, while maintaining a positive attitude.

Meister Media Worldwide offers a competitive compensation and benefits package including Bonus, 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

**Meister Media Worldwide
Attention HR-GAHG
37733 Euclid Avenue
Willoughby, Ohio 44094**