



Entry Level Account Executive

Status: Full-time

Location: On-site

Education: 4-year degree

About the Company: CELCO (Carol Enters List Company) is a list services (brokerage and management) company, providing mailing list and insert media solutions, merge management services, co-op/model management services, data append and hygiene services, benchmarking, and strategic analytical support to the nonprofit fundraising community.

About the Position: We are seeking an entry level account executive to support the list planning execution primarily by clearing inventory to secure mail dates, creating purchase orders, confirming accuracy of counts and pricing based on list targeting and segmentation strategies and helping follow through from the list ordering phase to list delivery phase of direct mail acquisition campaigns. You will work alongside well-respected veterans and experts within the list services and fundraising industry.

Desired Qualifications and Skills (or ones you will learn!): Eagerness to learn; Collaborative, proactive attitude and curious nature; Ability to multi-task; Comfort and perhaps even enjoyment in attaining mid-level proficiency within Excel and other Office programs; Communication skills; Dog whisperer; Detail oriented; Data friendly; Down to earth.

All inquiries will be treated confidentially.

Send resume and interest to info@carolenters.com