

Job Title

Affiliate Account Executive

Reports to

CEO

Overall Responsibility

Manage affiliate marketing programs on a daily basis by completing both day-to-day tasks and focusing on long-term goals and objectives which are designed to increase revenue and ROI for our clients.

Areas of Responsibility

- Writing informational newsletters to be sent to large numbers of recipients.
- Reviewing, evaluating, and processing applications submitted by individuals interested in participating in our clients' affiliate program.
- Developing informational reports which are delivered to our clients.
- Writing blog articles to be posted on our corporate site.
- Maintaining open lines of communications with affiliates, responding to affiliate inquiries promptly, and developing supportive relationships with affiliates.
- Implementing various campaigns, promotions, and events designed by our and our clients' teams.
- Policing affiliate's marketing activities for adherence to program terms and conditions.
- Recruiting potential affiliates into our client's marketing programs.

Qualifications

- Degree in Business Management, Marketing, Advertising, Operations, or related field of study.
- An understanding of and familiarity with Microsoft Office products.
- An interest in learning about new and developing internet technologies.
- The ability to work with large groups of diverse people.
- Strong organizational, analytical, presentation, and problem solving skills.
- The ability to understand numbers and trends and develop action plans.
- The ability to communicate clearly, professionally, and courteously over a variety of mediums.
- The willingness to embrace and understand new concepts.

Applying

Interested candidates should submit a resume AND cover letter to jobs@mgecom.com.

About mgecom, inc.

mgecom, inc. is an internet marketing company located in Cary, NC. We focus on a very specialized niche of online marketing known as affiliate marketing. We work with our clients on an outsourced basis to provide services for which they do not have the resources to operate in-house. Our clients are located all over the US and range from small shops to large, multi-national companies. We pride ourselves on providing customized solutions for each client, paying close attention to detail, and creating a true value for everyone we work with. For more information, please visit www.mgecom.com.