Sales Positions

- Account Executive
Account Executive

Reports To: Sales Manager

Position Requirements:
• General knowledge of KTSW and broadcast media
• Preferred to have basic knowledge of Adobe Creative Suite
• Responsible for establishing and maintaining new and existing relationships with businesses
• Be confident in speaking both over the phone and in person; cold calling is necessary in this position
• Be able to keep up with your accounts/client on a regular basis to ensure they are content with our services
• Ability to create and schedule meetings in order to execute sales
• Ensures spots sold are completed creatively, accurately, and in a timely manner
• Flexible Schedule
• Performs other duties as assigned

Skills:
• Understanding how to use social media and other promotional materials to spread awareness of the station in a professional manner
• Ability to listen, write, and speak effectively
• Highly motivated self-starter who takes initiative with minimal supervision
• Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
• Ability to plan, organize, and implement tasks within an allotted timeframe
• Dependable, responsible contributor committed to excellence and success

Notation:
V = Volunteer (paid by stipend or commission)