



## **Entry Level Account Executive/Sales Assistant**

### **KDRK – KGA – KJRB – KEYF – KZBD – KBBD**

This is an entry level Sales Assistant that can potentially lead into an Account Executive position at Stephens Media Group. The successful candidate will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. Radio Spokane, a highly successful six radio station cluster, offers clients in the marketplace a complete sales portfolio spanning broadcast radio and digital media

### **Job Responsibilities:**

- Builds advertiser relationships while working in a collaborative sales environment.
- Collaborates with Account Executives and clients to evaluate product and service offerings against customer needs and budget to aid in creating a dynamic media plan.
- Manages client expectations through a high degree of follow-through and communication with customer.
  - Supports some pre-sale need and facilitate post-sales activities.
- Interacts daily with clients and media delivery team to ensure account retention and growth to improve customer service.
- Work closely with Traffic Manager and Business Manager to ensure billing, credit and production issues are communicated and resolved quickly
  - Assists with order entry for digital & broadcast campaigns in a variety of systems as needed
    - Assists management special projects as needed
  - Provides exemplary customer service to internal and external clients
    - All other duties as assigned

### **Job Requirements:**

- Strong technical skills with the ability to adapt to new vendors, systems and software quickly
- Must be available to work between hours of 8 a.m.-5 p.m. and occasional weekend hours or after business hours during the week
  - Ability to work collaboratively and creatively
  - Demonstrates problem solving and critical thinking skills
- Must be able to work under pressure in a rapid change, rapid growth environment
  - Strong computer skills (Microsoft Office Suite)

### **How to Apply:**

Send copy of resume along with a cover letter to:

Stephens Media Group

Attn: Merlee Williams

1601 East 57th

Spokane, WA 99223

Or Email: [MWilliams@RadioSpokane.com](mailto:MWilliams@RadioSpokane.com)

**\*\*\*Please no Phone Calls\*\*\***

Stephens Media Group is an Equal Opportunity Employer. All minorities are encouraged to apply.