



Open Position:

SALES COORDINATOR

Department:

Radio Sales

Reports to:

General Sales Manager, Local Sales Manager and Account Executives

Date Available:

Immediately

Referral Instructions:

Please send a resume to geffertk@sfradio.cbs.com
Or apply online at www.cbsradio.com, select SF Mkt

Description of Duties:

- Provide administrative support for the General/Local Sales Manager and Account Executives.
- Create sales presentations by compiling data; developing presentation formats and materials; creating and/or maintaining one-sheet and media kits.
- Generate various "real-time" & forecasted sales reports for upper level managers and vice presidents.
- Maintain station's intranet, account executive budgets, account database and order approvals.
- Responsibilities include, but are not limited to, create/edit general correspondence and spreadsheets utilizing MS Suite; schedule daily appointments and meetings via MS Outlook, AT&T Teleconference or Web-Ex; prepare and reconcile monthly billing reports; a large emphasis will be on designing and preparing sales materials for Account Executive's media kits and sales presentations.
- Enter digital orders in Operative and assist Digital Department in pulling reports (DART and ANDO)
- Backup graphic designer in creating artwork for digital banners, mock-up, etc.
- Assist other department heads in special projects and reports. (helping coordinators, sales research etc)
- Acts as client liaison to assist Account Executives on all aspects of account management including providing daily radio on-air times to assigned clients.

Skills/Requirements

The right candidate will be a team player who takes initiative with an excellent eye for design, written and verbal communication skills. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations. To perform this job successfully, you must be able to perform each essential duty satisfactorily. In addition, the right candidate:

- Must be proficient in Microsoft Office (i.e. Word, Excel, Outlook, and Power Point) with the following skills: data entry, reporting, and internet research.
- Proficient in graphic applications such as Adobe Creative Suite; Illustrator, Photoshop and Image Ready preferred but not required.
- Must be a professional and a proven team player with client focus.
- Previous radio sales experience preferred but not required.
- College degree preferred, marketing or communications a plus.

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings.