



To: All Community Contacts

From: Personnel Coordinator

Post Immediately

Date: November 5, 2024

JOB TITLE:

Sales Assistant

WSFA 12 News/Montgomery, AL – Our Advertising Sales Department seeks a detail-oriented, technology-savvy Sales Assistant capable of producing creative impact sales presentations, managing multiple projects simultaneously, inputting orders, and being an overall part of the selling process. This position requires someone who understands what it means to work hard and is comfortable in a fast-paced environment. Successful candidates must possess a positive attitude and be experienced with PowerPoint and Excel, with the ability to work independently. Experience with digital campaign fulfillment and graphic design is preferred. For the right person, this opportunity can be a stepping-stone to future opportunities in our organization. Competitive salary, full benefits.

Job Summary/Description:

- Communication with Managers and assigned Media Executives on all business.
- Maintenance of digital campaigns, digital creative, digital reporting, preemptions, client aging, and avails.
- Presentation building and order entry.
- General assistance as assigned.
- This position also acts as a backup for other SAs and the traffic department as needed.

Qualifications/Requirements:

- Detail Oriented
- Ability to effectively multi-task and manage multiple projects at once.
- PowerPoint and Excel skills.
- Data entry.
- Front-facing client communication via email, phone, and in-person meetings.

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter, and references*