

West Virginia Broadcasters Association

Local Sales Assistant

Jobs in Broadcasting ,United States



Job Description

Make your mark in Broadcasting and Digital Media. Sinclair Broadcast Group and Sinclair Digital Solutions are dedicated to making Sinclair a communications powerhouse! We are the largest and most diversified television broadcasting company in the country. Sinclair owns and operates, programs or provides services to more television stations than anyone and has affiliations with all major networks. Sinclair Digital group is focused on bringing the most engaging content to web, mobile and over-the-top broadcasting to audiences all over the country! Our success is the result of extraordinary employees and an exemplary management team who believe in a vision and are dedicated ensuring a great future for our employees. Whether you are an industry veteran or a just starting out, you can find it at Sinclair! **We are advancing the world of Broadcasting and we want YOU to join our winning team!**

WCHS WVAH is seeking a detail-oriented Sales Assistant who has strong written and oral communication skills.

Responsibilities include:

- Creation of PowerPoint presentations, database management, and sales report maintenance
- Efficiently work with the team of Marketing Consultants/management team
- Assist with support on local and national business
- Various administrative duties and contract management
- Other responsibilities as assigned

Requirements:

- Skilled with Microsoft Excel, PowerPoint and Word Duties
- Be able to utilize Wide Orbit, Wide Orbit Sales, Matrix, MediaLine, Outlook, and a multi-line phone system
- Great attention to detail is essential
- Strong analytical ability
- The ability to meet strict deadlines, while maintaining accuracy

Sinclair Broadcast Group, Inc. is proud to be an Equal Opportunity Employer and Drug Free Workplace!

Company Details

Name	Krysteen Young
Phone	304-561-3840
Email	kmyoung@sbgvtv.com
Address	1301 Piedmont Road Charleston, WV, United States - 25301

More details

Business Name	WCHS/WVAH
Education	Trade School
Job Type	Full Time
Job Status	Interviewing
Job Shift	Morning
Required Travel	Not Required
Link To Apply	Apply Online