

West Virginia Broadcasters Association

Regional Sales Assistant

Jobs in Broadcasting ,United States



Job Description

WCHS has an exciting opportunity for a Regional National Sales Assistant. If you would like to work in the exciting business of television sales, this could be the job for you!

Responsibilities include:

- Entering orders received from our national advertisers
- Regular communication with the National Sales Manager, with National Agencies, and with other station departments
- Develop a firm understanding of the sales process and Nielsen ratings
- Organizing and maintaining schedules
- Other duties as assigned

Skills and Qualifications:

- At least 1-2 years' experience of administrative support preferred
- A high level of organizational skills and the ability to prioritize
- Proficient in Microsoft Word, Excel, PowerPoint
- Broadcast Sales, media buying, or agency experience is a plus
- Strong attention to detail and the ability to handle multiple tasks under a deadline
- Maintain a positive demeanor and customer service focus

EEO AND INCLUSIVITY:

Sinclair is proud to be an equal opportunity employer and a drug free workplace. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military or veteran status or any other characteristic protected by law.

Company Details

Name	Brandon Smith
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More details

Business Name

WCHS-TV

Education

High School

Job Type

Full Time

Job Status

Interviewing

Link To Apply

[Apply Online](#)