EMPLOYMENT OPPORTUNITY

Job Title: SALES ASSISTANT

Supervisor: VP, SALES & STRATEGIC ALLIANCES

Job Code: 22902

FLSA: Non-Exempt

JOB DESCRIPTION

RESPONSIBILITIES:

- Assist Strategy and Sales team on assignments when needed
- Consult, collaborate and brainstorm with sales team on big ideas
- Participate and help run brainstorming sessions

Collaborate with other divisions (Digital, TV, OOH, Malls, Programming, Events, etc.) and local market properties to gather and arrange information needed for client pitches

QUALIFICATIONS:

- We are looking for a quick learner who thinks creatively, strategically and unconventionally while inspiring others in the group.
- Possess a very strong will to succeed in a fast moving sales and marketing organization
- Strong process orientation and communication skills
- Ability to juggle several projects at one time
- Desire to work in fast-growth, entrepreneurial environment
- College degree in Marketing or Business
- Be a high-energy, self-starter individual with an entrepreneurial spirit that can take an assignment and run with them
- Possess a strong passion for brands and new media with a sincere interest in how they are marketed.
- Great work ethic and high energy person
- Creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a deadline-driven environment
- Results-driven team player who can problem solve quickly
- Excellent verbal and written communication skills
- Solid computer skills in Word, Excel and PowerPoint (Photoshop a plus)

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and/or fingers to handle, or feel objects, tools or controls; reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

TO APPLY, PLEASE VISIT: WWW.CBSRADIO.COM/CAREERS

“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 assistance on these openings and future openings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.”

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