



POSTING DATE: January 29, 2010
JOB#: 10-10
JOB TITLE: Account Executive
COMPANY: KSTP-FM, Sales-General
SCHEDULE: 40 per week
STATUS: Full Time, Salaried

QUALIFICATIONS:

- Minimum of 2-3 years experience in sales, advertising, or media required
- Familiarity with Microsoft Word for Windows, Tapscan Software, Scarborough Qualitative and Arbitron Maximizer helpful
- High level of initiative required and the ability to work independently
- Excellent written and oral communication skills
- Knowledge of the local marketplace preferred
- Reliable transportation, must have a valid driver's license, and a safe driving history as determined by the Company (driving record will be checked)

DUTIES:

- Develop and sell Radio and Internet advertising as well as marketing concepts and execution for KS95
- Work with station's external consultant to assist in business development
- Prospect new accounts and secure new business
- Prepare and deliver sales presentations
- Write and handle commercial copy, collections and client relations; identify and qualify advertising prospect
- Budget and forecast sales revenues
- Write proposals; analyze qualitative and quantitative data
- Service existing accounts via telephone and quantitative data

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 10-10
3415 University Ave
St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER