



**POSTING DATE:** June 14, 2010  
**JOB#:** 46-10  
**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# 46-10**  
**3415 University Ave**  
**St Paul, MN 55114**  
**Fax: (651) 642-4314**  
**Email: [apply@hbi.com](mailto:apply@hbi.com)**  
**No Telephone Calls Please**  
**AN EQUAL OPPORTUNITY EMPLOYER**