



**POSTING DATE:** July 07, 2010  
**JOB#:** 49-10  
**JOB TITLE:** Account Manager  
**COMPANY:** KTMV-FM, Sales-General  
**SCHEDULE:** M-F, 8:30 a.m. – 5:00 p.m.; other times as required  
**STATUS:** Full Time, Salaried

**QUALIFICATIONS:**

- Minimum of one-two years experience in sales, advertising or media required
- Familiarity with Microsoft Word for Windows, Tapscan Software, Scarborough Qualitative and Arbitron Maximizer helpful
- Must have reliable transportation and knowledge of the metropolitan area; valid drivers license and a safe driving history as determined by the Company (driving record will be checked)
- Must have strong relationship building skills
- Excellent written and oral communication skills
- Ability to work independently
- Must have a commitment to customer focused selling
- Knowledge of local marketplace preferred
- Computer skills desirable
- Must thrive in a commission based environment

**DUTIES:**

- Develop and sell advertising/marketing campaigns for MyTalk 107.1
- Work with station's external consultant to assist in business development
- Prospect new accounts and secure new business
- Prepare and deliver sales presentations
- Handle copy, collections and client relations; identify and qualify advertising prospects
- Budget and forecast sales revenues
- Write proposals; analyze qualitative and quantitative data
- Service existing accounts via telephone and personal visits
- Write commercial copy

**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# 49-10**  
**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**