



POSTING DATE: October 09, 2009
JOB#: 55-09
JOB TITLE: Interactive Account Manager
COMPANY: KSTP-FM, Sales-General
SCHEDULE: 8:30 am - 5:00 pm, Monday-Friday, occasional evenings & weekends for client entertainment & promotions
STATUS: Full Time, Salaried

QUALIFICATIONS:

- Bachelor degree in Advertising, Marketing or Communications; or equivalent work experience
- Knowledge and familiarity with radio & online/web terminology; Digital sales & internet process
- Proficient with Microsoft Word for Windows, Excel or spreadsheets; Marketron, Scarborough Qualitative and Arbitron Maximizer helpful
- High level of initiative required and the ability to work independently
- Excellent written and oral communication skills; Strong organizational, problem-solving & people skills
- Experience developing & delivering presentations for direct-business selling
- Ability to establish and maintain customer relationships
- Knowledge of the Twin Cities area, reliable transportation, a valid driver's license, and a safe driving history (driving record will be checked)

DUTIES:

- Responsible for developing & selling internet & non-spot advertising for the Hubbard Radio Group
 - Collaborate with others to create online and non-spot advertising solutions
 - Work with clients to create ad copy and generate creative ad campaigns
 - Prospect new accounts and secure new business
 - Create and present sales presentations
 - Utilization and proficiency of Sales computer systems to aid in selling process
 - Follow up & assist in collection along with closing pending business in a timely manner
 - Provide excellent customer service

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# 55-09
3415 University Ave
St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER