



POSTING DATE: October 10, 2011
JOB#: 83-11
JOB TITLE: Account Manager
COMPANY: KTMY-FM, Sales-General
SCHEDULE: M-F, 8:30 a.m. – 5:00 p.m.; other times as required.
STATUS: Full Time, Salaried

QUALIFICATIONS:

- Prefer 2-3 years experience in sales, advertising or media
- 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
- High level of initiative required
- 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

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 new and 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# 83-11
3415 University Ave
St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER